

Is selected and approached by the newly elected President and/or Nominating Committee to serve; or may volunteer for the position.

Is selected for a two-year term, which may be repeated any number of times.

Attends all scheduled meetings for the general membership. Notifies the President or other responsible officer if unable to attend in order that duties can be delegated during absence.

Acts as a host toward all members, visitors, judges, and potential new members at all functions.

Notifies Board if withdrawing from official position, allowing sufficient time and coverage for a temporary replacement to be selected.

Clarifies expenses with the Treasurer or President prior to incurring. Submits detailed receipts for reimbursement or arranges for prepayment.

As Banquet Coordinator:

Coordinates annual banquets, usually a holiday celebration held in mid-December and the Awards Banquet in mid-May; Board members or general membership may vote for other occasions during the year.

Handles location selection, menu choices, raffle details, ticket printing, ticket sales, revenue collecting, and expense disbursement for banquet events.

Shares financial duties for banquets with the Treasurer.

Solicits the help of an Alternate Banquet Coordinator if desired; may solicit a volunteer to coordinate or help coordinate any event.