

As an Officer:

Is elected by the membership after being recommended and approached by the Nominating Committee and agreeing to placement on the slate for election; or may be elected by the membership after an independent nomination from the floor.

Is elected for a one-year term, with election in April, installation in May; one-year term covers one September through May season. May be elected for an additional one-year term.

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

Serves as a Director on the Executive Board; discusses, selects, and votes on issues pertinent to the club's welfare.

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

Provides coverage at any function, when asked, for any position left vacant by the temporary absence of another Board member.

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 may arrange for prepayment.

As the Secretary:

Records the verbal interaction at the general membership meetings and Board of Directors meetings, including suggestions, discussions, reasons, decisions, and voting outcomes; these notes are known as the minutes of the meeting.

Provides a copy of the minutes to the Webmaster and to the membership via [foresterscameraclub@yahoo.com](mailto:foresterscameraclub@yahoo.com) (or other site designated by the club) and keeps a copy for the club's archives.

Sends e-mail reminders to attend club meetings, allowing sufficient notice through [foresterscameraclub@yahoo.com](mailto:foresterscameraclub@yahoo.com).

May help Nominating Committee prepare ballots for the general election of officers; if a slate is running unopposed, reading the slate and a show of hands makes printing ballots unnecessary.

## SECRETARY

Sends e-mails or other notes of gratitude to anyone who has provided a service to our club, with the exception of program providers who are thanked by the Program Coordinator.

Sends notes or cards to thank or support people for successes; sends out get well or condolence cards during illness, injury, death, or other personally stressful event; orders a selection of cards (e.g. get well, sympathy, thinking of you, congratulations) and brings them to each meeting in order that club members can sign personally as soon as the need becomes known.

Provides detailed receipts to the Treasurer for reimbursement or arranges in advance for prepayment.

