

1. President shall:
  - a. Preside and maintain order at all meetings:
  - b. Set and approve the Agenda for all Board meetings. Send agenda to Board and General Membership:
  - c. Inform the Board and general membership of all meeting dates and locations:
  - d. Approve Committees and Chairpersons thereof:
  - e. Serve as ex-officio member of all committees, with the exception of the Election Committee:
  - f. Sign checks in the absence of the Treasurer:
  - g. Approve and present Annual Report to membership:
  - h. Assume other responsibilities as deemed appropriate to the office
  
2. Vice-President shall:
  - a. Assume the powers of the President in his/her absence:
  - b. Take on special assignments as requested by the President:
  - c. Organize and oversee the election process, as approved by the Board:
  - d. Assist as needed with formation of and guidance to all Committees:
  - e. Assume other responsibilities as deemed appropriate to the office.
  
3. Secretary shall:
  - a. Verify presence of a quorum at Board meetings:
  - b. Record Minutes of Board meetings, including attendance and all motions and votes:
  - c. Maintain a file of all Board meeting minutes:
  - d. Make available meeting minutes to Club membership:
  - e. Assume other responsibilities as deemed appropriate to the office.
  
4. Treasurer shall:
  - a. Administer to all financial matters of the Club:
  - b. Receive, deposit, and disburse funds for necessary appropriations, as directed by the Board:
  - c. Prepare and distribute financial reports, including Annual Report:
  - d. Maintain accurate records of Club finances:
  - e. Track all Club expenditures:
  - f. Assume other responsibilities as deemed appropriate to the office.
  
5. Membership Director shall:
  - a. Facilitate the process of new member registration as well as current member renewal:
  - b. Maintain a database of the Club Membership:

- c. Forward membership dues to the Treasurer:
  - d. Welcome new members to the Club and distribute t-shirts and Membership cards:
  - e. Submit Annual Report:
  - f. Assume other responsibilities as deemed appropriate to the office.
6. Clothing Director shall:
- a. Maintain and manage clothing inventory and distribution:
  - b. Forward clothing payments to Treasurer:
  - c. Develop relationship with clothing vendors to maximize clothing quality while minimizing cost:
  - d. Has discretion to propose special clothing item(s) based on member interest:
  - e. Assume other responsibilities as deemed appropriate to the office.
7. Immediate Past President shall:
- a. Assist the President with transition into office:
  - b. Provide support to the President when needed:
  - c. Shall not have a vote except in an instance where a tie-break necessary:
  - d. Assume other responsibilities as deemed appropriate to the office.
8. At-Large Members shall:
- a. Participate in and vote at Board meetings:
  - b. Serve on Committees to help fulfill the Club's Mission:
  - c. Serve as the body from which replacements are selected for Board: vacancies, with the exceptions of the positions of President and Immediate Past President:
  - d. Assume other responsibilities as deemed appropriate to the office.