

- President
 - Chair monthly Board and Member meetings
 - Generate an agenda for board meetings
 - Recruit members for open positions
 - Appoint a budget committee
 - Work with Activities Chairperson to make plans for new fiscal Year s Activities
 - Write President articles for newsletter
 - Ensure existing and new officers are published in the newsletter for the new fiscal year
- Vice President
 - Provide speakers for the general meetings
 - Assist the President when requested
 - Conduct board and general meetings in the absence of the President
- Secretary
 - Maintain minutes for all meetings of the club
 - Email a copy of minutes for review and approval to the President for review
 - After President approval, email to the minutes to the board
 - Conduct all correspondence for the club as directed by the president
- Treasurer
 - Perform all duties pertaining to the collection and disbursement of funds
 - File the State annual Non Profit Registry renewal
 - Pick up correspondence at the post office box
 - Notify the Membership chairperson and Database of checks received
 - Review and sign Income reports received from Event Chairperson
 - Reconcile monthly bank statement and Treasure's reports
- Auditor
 - Examine the records of Treasure and certify their correctness
 - Conduct quarterly audits
 - Give a report to the General Membership at the end of each fiscal year
 - Verify that all tax forms have been filed
- Parliamentarian
 - Ensure board meetings are conducted in a fair and orderly fashion
 - Be the Chairperson of the nominating committee
 - Plan the In & Out dinner and invite the past Presidents