



Our Chapter Advisory Board Needs You

This year's November election of CAB officers is a very important one because

some of our officers cannot run for another term because they have served the allowed time in their position due to ASG bylaws. Therefore, the nominating committee is looking for candidates to serve in these positions.

We realize that all of us have lots of reasons to say no (still working, too busy, travels, not organized, shy, family, and the list goes on...), but if everyone says "NO" we would not have a chapter. Everyone has talents to share if they would just give it a try. The entire CAB will be willing to help you adjust to the office. Judie Travis is staying on board as ex-officio to offer assistance/guidance if wanted or needed.

If the nominating committee contacts you, please consider the request. If you can serve, please let one of the committee know.

There is a description of the responsibilities of the various elected officers below. Please read through this and consider helping our chapter. **If we don't have people to serve in one of these positions, we won't have a chapter.** The nominating committee consists of Diane Zielinski, Marge Mitchell, and Terri Foster.

President	1st Vice President
	2nd Vice President
Secretary	Treasurer

The duties of each of these positions and an approximate commitment of your time are described by the current incumbents in their own words. We sincerely hope you will consider lending your voice to the inner workings of our chapter.

If you are interested in any of these positions or have questions, please contact Diane Zielinski (843) 563-4404 zieskidiane@yahoo.com or Judie Travis (803-798-5479 oneonta76jst@yahoo.com) for more information. The slate of candidates and Proxy Ballots will be sent out in the September newsletter.

The President is responsible for the overall functioning of the chapter and coordinating various committees to make a successful year for the chapter. There are 2 required forms to fill out for National HQ to send at the beginning of the year. The President works with the Treasurer to prepare the annual operating budget to assure we have the funding to accomplish all the goals for the year.

Recurring duties are scheduling quarterly CAB meetings, prepare the agenda, send out invitation/reminders prior to the meeting and facilitate the CAB meetings. After CAB meetings I review the minutes before publication. I receive monthly e-mails from the National President, some have special requests, updates for the website, a vote or a survey.

As President I write the front page article for the bi-monthly newsletter and review the completed newsletter before it goes to print. I also monitor the website to make sure it is correct and up to date and I review monthly chapter membership updates. I answer e-mails on all sorts of questions, suggestions, or problems and forward these on to others, if appropriate.

As President I sign contracts for the chapter and oversee the coordination of events to assure everything is covered including decorations, nametags, directions, reservations, food (if necessary), table favors, door prizes, speakers, equipment, room set up, etc. There are usually 4-5 events per year.

On an average I spend about 7 hours a week on ASG related items, and about 8 hours additional per event. It just takes some organization, planning ahead and willingness to travel for meetings. I have a small area in my den for ASG files, records and supplies. BEST OF ALL: I get to attend the Annual National Conference to represent Central Savannah River Chapter!

The **1st Vice President's** duties are quite different from what is listed in the regs. The 1st Vice President is also a voting member of the CAB. I assist the President as needed/requested including standing in her place if she is unable. I coordinate the silent auction at the annual meeting to include soliciting dona-

tions, receiving donations, recording donations received, setting up and overseeing the auction at the annual meeting, collecting monies from members for the auction items and sending thank you letters to those who donated items. Technically I'm supposed to oversee a variety of the committee chairs - but we have such good leadership in those roles, so I don't really need to do anything but will assist as needed.

The **2nd Vice President** is a voting member of the CAB. It is interesting and you can meet many interesting people. The time I spend every month not including CAB meetings is about 2 hours. You can do more if you want. The duties include keeping in touch with neighborhood group leaders; help set up new groups; visiting neighborhood groups; help NG leaders with ideas for programs; be ready to share your love of sewing with everyone you meet.

The **Secretary** is a voting member of the CAB. As such she is required to attend the quarterly meetings and the annual meeting. She records the minutes of all meetings and posts them to the internet. The secretary sends out all correspondence including cards for members who are sick, have experienced a loss or other circumstances. Outside of time spent at the meetings/going to the meetings, it takes about 1 ½ - 2 hours per quarter.

The **Treasurer** position involves a little more than just collecting money and writing checks. You need to keep an accurate account of all funds received and all funds spent by the chapter. Some months are busier than others, depending on the chapter's activities. Duties include: Balancing the checkbook with the Bank's statement; prepare the Quarterly Financial Report and send it to Headquarters; prepare & deliver the Treasurer's report for every CAB; prepare the annual budget and get it approved by the CAB. Keep the chapter spending within the guidelines of the approved budget. You are the registrar for all special events that the chapter holds, collecting fees, keeping accurate records of who is attending and paying all the bills.