

ARTICLE IV

Elected Officers, Appointed Positions, Duties

Election of officers shall be conducted at the January meeting each year. Officers shall be responsible for their duties immediately upon election. Four (4) Officers will be elected to serve two (2) year terms. These terms will be split as follows: President and Secretary will be elected on even years, and Vice President and Treasurer on odd years. This will allow an easy transition. The Board will also include a Show Chairperson appointed by the President. The Chairperson will have a vote on the Board.

1. The President shall:

- A. Act as executive officer of the organization.
- B. Preside at all regular and special meetings.
- C. Appoint all committee chairpersons.
- D. Appoint an officer to the Board to fill any vacancies that may arise.
- E. Set dates and locations for shows and membership meetings.

2. The Vice-president shall:

- A. Perform the duties of an absent President and whatever duties assigned or required to aid the President.
- B. Be responsible for the creation of a Nominating committee.
- C. For as long as Sun Lakes Arts & Crafts Association has responsibility for the display cases located in the lobby of Sun Lakes One clubhouse, the Vice President will maintain or appoint a chair person to maintain the display.

3. The Secretary shall:

- A. Be responsible for keeping all usual records and record the minutes of membership and Executive Board meetings.
- B. Handle correspondence at the direction of the President of the organization.
- C. Keep the membership informed of all correspondence.

4. The Treasurer/Membership Chairperson shall:

- A. Receive all monies and pay all bills.
- B. Maintain accurate and current records.