

JWL Officer Descriptions

DUTIES OF THE PRESIDENT. The President shall be the chief executive officer of the Corporation. It shall be her duty to set the agenda and preside at all meetings of the membership, the Board of Directors, and the Executive Board. She shall have general and active management of the business of the Corporation and appoint any appointive Chairpersons and the membership of standing committees with the assistance of the Executive Board. She shall appoint special committees if deemed necessary. She shall be an ex officio member of all committees. She shall be entitled to vote in the case of a tie. The President must also see that all orders and resolutions of the Board of Directors and membership are carried into effect. She shall execute all contracts, agreements, deed, bonds, mortgages, leases, documents and other obligations and instruments, in the name of the Corporation, when authorized by the membership. She shall have the general supervision and direction of the other Officers of the Corporation and see that their duties are successfully fulfilled. She shall have the powers of supervision and management usually vested in the office of the president of a corporation.

DUTIES OF THE EXECUTIVE VICE PRESIDENT. The Executive Vice-President shall be the President-Elect of the Corporation and shall be vested with all of the powers and required to perform all of the duties of the President in her absence or disability, and shall perform such duties as may be prescribed by the Executive Board, the Board of Directors and/or the President. The Executive Vice President shall also send invitations to all approved applicants inviting them to become Provisional Members of the Corporation; shall serve as Chairperson of the Provisional Members; shall serve on the Admissions Committee; and shall assume her duties as President of the Corporation at the beginning of her term.

DUTIES OF THE VICE PRESIDENT-PARLIAMENTARIAN. The Vice-President Parliamentarian shall be the immediate past President of the Corporation and shall be vested with all of the powers and required to perform all of the duties of the President and/or the Executive Vice-President in their absence or disability, and shall perform such duties as may be prescribed by the Executive Board, the Board of Directors and/or the President. She shall also serve as the Chairperson of the Gala Disbursements Committee, the Nominating Committee, and the Admissions Committee, and shall assist the membership in drafting proposed Amendments to the By-Laws.

DUTIES OF THE RECORDING SECRETARY. The Recording Secretary shall ensure that a quorum is present at all Executive Board Meetings, all Board Meetings, and at all General Meetings of the Corporation. The Recording Secretary shall record the proceedings of all sessions of the Executive Board, the Board of Directors, and all general membership meetings of the Corporation; maintain a copy of the Amended By-Laws of the Corporation and record amendments thereto; furnish the various committees of the Corporation with materials referred to them; and maintain the corporate seal. She shall also cause notice to be given of all meetings of the membership, and of the Board of Directors; and shall perform such other and further duties as may be prescribed by the Board of Directors, the Executive Board and/or the President, under whose supervision she shall act.

DUTIES OF THE CORRESPONDING SECRETARY (*appointed by the President*). The Corresponding Secretary shall conduct the general correspondence of the Corporation-as directed by the President, and assist the Recording Secretary in causing notice to be given of all meetings of the membership and of the Board of Directors; shall be vested with all of the powers and required to perform all of the duties of the Recording Secretary in her absence or disability, and shall perform such duties as may be prescribed by the Executive Board, the Board of Directors and/or the President. She shall also conduct a service committee meeting at the direction of the president to be held yearly.

DUTIES OF THE TREASURER & ASSISTANT. The Treasurer shall have general custody of the corporate funds and securities; shall keep, or cause to be kept, books belonging to the Corporation reflecting accurate records of receipts and payments; shall cause all monies and other valuables effected to be deposited in the name of and to the credit of the Corporation, in such depositories as may be designated by a majority of the Board of Directors; shall cause the funds of the Corporation to be disbursed in such manner as the Executive Board may direct from time to time; shall render to the President and a majority of the board of Directors, whenever they may require it, a proper accounting and statement showing the financial condition of the Corporation; shall notify delinquent members who are ninety (90) days in arrears with their dues that unless such dues are paid within thirty (30) days from the date of such notice that they will automatically forfeit their membership in the Corporation; shall report to the Executive Board the names of those who should forfeit their membership in the Corporation for nonpayment of dues; shall work with the President to prepare the upcoming year's budget, to be presented to the Board of Directors for approval, and presentation to the voting membership of the Corporation; and submit the books annually for a review and/or audit when necessary. In the event that an Assistant Treasurer of the Corporation is needed and elected pursuant to the terms of these Amended bylaws, said person should have the powers required to perform all of the duties of the Treasurer in her absence and shall perform such duties as may be prescribed by the Executive Board, the Board of Directors, and/or the President.

DUTIES OF THE CREDIT & HOURS CHAIR (*appointed by the President*). The Credit & Hours Chair shall keep the records required to ensure proper credit of each member's hours; present a record of each member's current hours to the Board of Directors and general membership at the January meeting; and present the names of those failing to obtain the minimum hours to the Board of Directors, at the May meeting; at the direction of and under the supervision of the Board of Directors and the Executive Board, establish rules pertaining to special exemptions from work requirements, procedures for application of Members for those exemptions, and shall review said applications and make recommendations as to approval or denial to the Board of Directors.

DUTIES OF THE PROJECT CHAIR (CURRENTLY GALA). The Project Chair shall be the chairperson of the Gala committee, and shall oversee or delegate the planning and implementation of all logistics, theme, and sponsorship of the event (including but not limited to entertainment, décor, food/beverage, securing sponsorships/monetary gifts, patron support, silent and live auction items, selling/designing of ads, designing and printing marketing items of fliers, invitations, programs, etc) and other behind-the-scenes planning and execution of event.