



TREASURER

- Keep records of club income and expenses.
- Provide an annual report to the Vice-President and Trustees prior to the year end audit.
- Distribute club funds as provided for in the constitution and by-laws.
- Assist in compiling an annual budget. Annual budget to be presented to The Board no later than the January board meeting and then presented for approval at the January general meeting.

PARLIMENTARIAN

- Ensure proper meeting procedures per Roberts Rules.
- Furnish new board members with copies of The Club Constitution, By-Laws and Roles And responsibilities.
- *Chair Constitution and By-Laws review committee.*

SARGENT-AT-ARMS

- Maintain order at meetings.
- Maintain inventory and list locations of club possessions.

MEMBERSHIP CHAIR

- Lead recruitment of new members.
- Provide an up-to-date mailing list to The President and Vice President.
- Notify members of up-coming dues, collect said dues and pass to Treasurer.
- Report current number of paid-up members at meetings.
- Send out get well cards to members who are sick and remembrances for deceased members.

BOARD OF DIRECTORS

- Meet at least four times a year.
- Attend at least 75% of all club general meetings.
- Approve suggestions made by sub-committees prior to said suggestions being presented to the membership for final approval.

TRUSTEES

- Assist, as required, in the transition between incoming and outgoing board members.
- Assist The Vice-President in a year end audit of The Treasurers annual report.
- Attend club meetings and events.