



Council Officer Position Descriptions

Chairman *(Required position)*

1. Responsible for conducting council and board meetings.
2. Responsible for assuring that all reporting procedures are met.
3. Appoints nominating committee for Board vacancies.
4. Directs council activities and events.
5. Sends welcome letter to all new council members.

Vice Chairman *(Required position)*

1. Acts in the absence of the Chairperson.
2. Works closely with the nominating committee in the selection of board candidates.

Secretary *(May be combined with Treasurer position)*

1. Takes minutes at all council and board meetings. Prepares minutes according to guidelines. Sends copies to CUES in accordance with reporting procedures.
2. Maintains attendance records.
3. Notifies CUES of new officers.
4. Maintains officer roster.
5. Obtains mailing labels and lists from CUES as needed.

6. Maintains files of all minutes and correspondence.

Treasurer *(May be combined with Secretary position)*

1. Pays all bills from approved documented invoices.
2. Reconciles all financial records.
3. Generates financial reports on an as-needed basis (at least twice each year).
4. Forwards financial reports to CUES, in accordance with chartering agreement.
5. Submits meeting expense receipts to CUES for yearly reimbursement.
6. Submits council booth/hospitality suite expense receipts from state league meeting to CUES for yearly reimbursement.

Tasks for Directors or to be split among all officers:

1. Arranges programs for meetings, including:
 - Topic Selection
 - Speaker Selection
 - Schedule of events
2. Writes, designs, prints and mails notices of all meetings. (Notices should be mailed at least one month prior to the meeting dates).
3. Maintains council name badges, distributing them and collecting them at each meeting.
4. Requests name badges from CUES as needed
5. Coordinates facility needs and serves as coordinator of meetings at hotels
6. Checks meeting room
7. Arranges for audio/visual aids
8. Introduces speakers
9. Prepares evaluation forms for participants, and tabulates results for officers.
10. Mails thank you letters to conference speakers