

DUTIES OF OFFICERS

President	<i>Presiding Officer and ex-officio member of all committees except the Nominating Committee (Bylaws, Art. IV, Sec. 2A)</i>
1st Vice President	<i>District Coordinator (Bylaws, Art. VI, Sec. 4) President-Elect (Bylaws, Art. IV, Sec. 2B)</i>
2nd Vice President	<i>Standing Committee Chairman when appointed by the President (Bylaws, Art. IV, Sec. 2B)</i>
3rd Vice President	<i>Standing Committee Chairman when appointed by the President (Bylaws, Art. IV, Sec. 2B)</i>
4th Vice President	<i>Membership (Bylaws, Art. IV, Sec. 2B)</i>
Recording Secretary	<i>Records Proceedings (Bylaws, Art. IV, Sec. 2C)</i>
Corresponding Secretary	<i>Appointed by President; Date Register Coordinator (Bylaws, Art. IV, Sec. 3A)</i>
Treasurer	<i>Handles all monies of Corporation (Bylaws, Art. IV, Sec. 2D)</i>
Assistant Treasurer	<i>Duties Assigned by President (Ibid)</i>
Parliamentarian	<i>Appointed by President (Bylaws, Art. IV, Sec. 3B)</i>

Fourth Vice President

The Fourth Vice President reports at each meeting of the State Board of Directors regarding current membership totals, new clubs, delinquent members, and any members to be dropped due to resignation or non-payment of dues; and communicates with the State Headquarters Business Manager I regarding these records.

This State Membership Chairman also files a copy of the Annual Club Member Registration form as dues are paid to State Headquarters. This Officer is also expected to assist the State Headquarters Business Manager I in notifying Directors of delinquent clubs in their Districts, and will urge they be contacted by the District Membership Chairman and/or Director. Follow up may be necessary by State Membership Chairman. Clubs with dues in arrears are to be listed annually in the September issue of Garden Gateways. State Membership Chairman is to supply list to Editor and title list “Friendly Dues Reminder” (Fin. Policy A. 8).

The Fourth Vice President serves as Chairman of Membership Development for GCG, developing innovative strategies and action plans to increase membership while working

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with District Membership Chairmen to increase club membership and to encourage registration of new members that join existing clubs during the year, as well as locate and/or organize new garden clubs throughout the state.

GCG's Membership Chairman also encourages applicants for the NGC Member Award of Honor be sent to State Membership Chairman/4th V.P. by January 1. Any member of a State Garden Club, not currently a member of NGC Board of Directors, is eligible for this award (See qualifications/rules for NGC Special Awards). Encourage Awards Committee to make a nomination for application at their December meeting. Secure a person to write the Book of Evidence. Select a State winner to be sent to the Regional Awards Chairman by February 1st. The State winner receives a Certificate from the State Awards Chairman.

Recording Secretary

The Recording Secretary keeps an accurate record of proceedings of meetings of the Board of Directors, Executive Committee and Finance Committee; keeps the corporate seal and affixes same to all papers if required; and maintains an accurate continuing list of those attending each National Convention; and facilitates other duties as may be prescribed by the Board of Directors or Bylaws, Article IV, Sec. 2-C. All motions shall be submitted in writing or by e-mail to the Recording Secretary and President two weeks prior to Board Meeting or same will be held until next meeting. Financial recommendations are sent to the President, Finance Officer, Treasurer and Recording Secretary, who will prepare a typed list of same and project on a screen during the board meeting. Results of recommendations will be made available to all Board members after the meeting by e-mail or hard copy, if requested. Recording Secretary will record whether motions are carried or lost.

The President and two Board members, appointed by the President, shall approve the minutes. All three shall sign the Secretary's official copy. The minutes of the Executive and Finance Committees are not read to or approved by the Board of Directors. They should be approved by the President and the respective committees.

Each Officer, District Director, and committee chairman shall report at State Board Meetings and two weeks following the Board Meeting shall post a report on the GCG Listserver. The Secretary keeps a copy of all reports, files the Board Meeting reports and disposes of these reports at the end of each two-year administration. Annual reports are sent via e-mail on the GCG Listserver (factual, concise, and informative). Board members' Annual reports, minutes of each meeting, and records of attendance will be kept on file at Headquarters and on computer disk. Annually, a copy of all corporate minutes with approval signatures and affixed seal will be prepared for review by the GCG accountant.

Treasurer

The Treasurer has charge of all monies belonging to the corporation as specified by the Board of Directors, and keeps an accurate set of books, reviewed yearly by a certified public accountant. The fiscal year of the State Treasurer for auditing purposes shall be May 1st to April 30th (Bylaws Article IV, Section 2D).

The Treasurer manages all accounts within the General Fund as outlined in the budget, and shall pay by check all bills and expense disbursements authorized by the President.

The Treasurer shall present a financial statement at each State Board Meeting and at the Annual Meeting/Convention. The Treasurer serves on the Budget, Investment, Finance and Trustees Committees and, according to the Bylaws (Article VII, Section 2), is Chairman of the Budget Committee, responsible for preparing a proposed annual budget to be presented to the Finance committee for approval prior to the annual spring meeting.

Assistant Treasurer

The Assistant Treasurer shall perform the duties of the Treasurer in the event of the absence of the Treasurer and such other duties as shall be assigned by the President. Expenditures authorized by the President and approved by the State Officer or chairman incurring them shall be paid by check from the accounts this officer handles.

The Assistant Treasurer maintains the records of the State Headquarters Endowment and Interest Fund, the Golden Gala/Gateways Endowment and Interest Fund, the Calendar-Scholarship Accounts, the Brown Thrasher Scholarship Fund, the Cherokee Rose Scholarship Fund, and other accounts as directed.

Investments of these funds are made with the approval of the Investment Committee. The Assistant Treasurer's books are reviewed yearly with the Treasurer's Books. A financial statement on all accounts is presented at each Investment Committee and Board Meeting and at the Annual Meeting. A financial statement of the State Headquarters Endowment and Interest Fund is presented at each meeting of the State Headquarters Trustees.

The Assistant Treasurer serves on the Budget, Investment, Scholarship, Finance and Trustees Committees.

Advisor

The Advisor serves in an advisory capacity to the President and is appointed by the President. The Advisor serves on the Executive Committee, and is a voting member.

Advisory Council Liaison

This Chairman, a former president of GCG, serves as a member of the Executive Committee without a vote and reports any ideas or suggestions from the former presidents of GCG, in regard to policies, procedures and projects of the organization. A meeting of the Advisory Council shall be held annually and at other times if needed, according to General Policy #14 established in 1992.

Corresponding Secretary

The Corresponding Secretary, appointed by the President, is a member of the Executive Committee, and maintains the official Date Register. This officer takes care of any necessary correspondence. Notices of Board Meetings are sent via the GCG Listserver and mailed to those without e-mail at least three weeks before the meeting. Other notices are sent out at the request of the President.

The gavel of the GCG is in the care of the Corresponding Secretary.

In order to prevent conflicts in meetings, the Corresponding Secretary keeps a calendar of state, regional, and national events that might involve the President and other Board members.

In the absence of the Recording Secretary, the Corresponding Secretary shall assume the duties of that office.

The Corresponding Secretary is responsible for securing monetary contributions from the Board members for a gift to be presented to the outgoing President at the conclusion of the President's term of office.

Finance Officer

The Finance Committee is responsible for all financial transactions of the corporation. The Finance Officer, appointed by the State President, is Chairman of the Finance Committee and presides at all meetings of the committee, the members of which are designated in the Bylaws (Article VII, Section 2). This Officer also serves on the Investment and Scholarship Committees, the members of which are designated in the Financial Policies. The Finance Officer shall maintain a current file with Memorandums of Agreement for all GCG Board Members and officers with fiduciary responsibilities. Periodically, the Finance Officer is expected to provide Financial Policy changes to the *GUIDE* editor.

Parliamentarian

The Parliamentarian is appointed by the President and gives advice on parliamentary rulings when requested. The Parliamentarian is a member of the Executive Committee and attends meetings but is without the privilege of a vote.

The Parliamentarian should be familiar with the Bylaws, Policies and Procedures of the State Organization, DSR, and NGC. The GCG uses as its authority *Robert's Rules of Order Newly Revised*.