



CHIEF OF STAFF – Betty Ann Johnson Dept of MD

Well, here we are *HALFWAY* through the Year! WOW! This month I would like to share some refresher information about Duties of the Officers that we elect to lead and serve our Auxiliaries.

- **PRESIDENT** -shall preside & maintain order at all meetings and enforce a strict observance of the Bylaws and Ritual of the organization. They shall appoint all Officers and Committees not otherwise provided for. The President shall, within 30 days after installation, submit to the Commander the last audit and membership report. The President shall see that all reports are correctly made out and promptly forwarded.
- **VICE PRESIDENTS** – shall, when called upon, assist the President by counsel or otherwise. They shall, in the absence of the President, discharge the duties of their office according to seniority.
- **SECRETARY** -shall keep in books or files – Podium Edition Bylaws and Ritual and a record of all the minutes of each meeting of the Auxiliary. The Secretary shall attend to all matters of correspondence under the direction of the President and a General Order or Special Order file for the current year. The Secretary will enter the information required from the Installation report in MALTA or submit the installation report to the Department Secretary for entry within 7 days. All newly elected members shall be notified either orally or in writing by the Secretary.
- **TREASURER** – shall hold all funds and securities belonging to the Auxiliary in a FDIC or equivalent Banking institution in the Auxiliary's name. The Auxiliary shall have a General Fund and a Relief Fund, maintained in one checking account. The treasurer shall collect and process dues in accordance with the procedures established by the National Treasurer. The treasurer's report shall include in detail all receipts and disbursements since the last meeting.
- **CHAPLAIN** – shall perform the duties of their office as the Ritual may prescribe or the president may require.
- **CONDUCTOR** -shall assist the president and perform the duties as the Ritual may prescribe. They shall arrange the room and put away all items at the close of the meeting.

...more info to be given at the Christmas Conference!

