

OFFICIAL POSITION DESCRIPTIONS

BOARD MEMBERS: As Board members, you are charged with the responsibility of administrative control of all the activities of our club, as set forth in its by-laws. You will have a voice in all the deliberations of the Board. May your voice be raised always in support of the ideals and high objectives of Soroptimists and all that they stand for. Do you accept these duties?

TREASURER: As Treasurer, you will receive all membership dues and all other funds of the club, depositing them in such banks as are designated by the Board; the Board at regular intervals as they may direct; you will faithfully guard all club funds coming into your possession and use them wisely as the Board and the club authorize you; you will be meticulous in your care of the books of account and such other records as may be under your jurisdiction. Do you accept these duties?

CORRESPONDING SECRETARY: As Corresponding Secretary, it is your responsibility to keep the correspondence current and perform the clerical work of the club and such other duties as the by-laws may direct. Do you accept these duties?

RECORDING SECRETARY: As Recording Secretary, it is your responsibility to be custodian of the permanent records and such other duties as the club may direct. Do you accept these responsibilities?

VICE PRESIDENT: As Vice President, you must always be ready in the absence or disability of the President and perform such additional duties as the club or the Board of Directors may require. Do you accept these responsibilities?

PRESIDENT: As President, you are the chief officer and direct the conduct of business of the club. You must at all times keep yourself well informed, and wisely guide and counsel with your Board members.

President _____, the members of the _____ Club have given you a precious gift, the privilege of accepting the high office of President. We have watched you grow in your years of Soroptimist service. You were carefully selected for your years of dedication in our club. You're strong leadership will move us into a new year of service. You, President _____, have loyalty, vision and steadfastness of belief in your board.

The members of your Board and our club look forward to a most successful year under your guidance. Do you accept the responsibilities of the office of President?

