

Duties of Forbush Officers

In regular bold type are the duties as stated in the constitution.

In italics are duties and responsibilities that have come to be expected of the various officers over time.

President:

- **presides at all meetings of the Club and of the Executive Committee.**
- *arranges for the location of the annual business meeting and banquet.*
- *produces the Membership and Renewal Form and the informational flyer for the Annual Dinner and Business Meeting and sends it to the treasurer, in a timely manner for mailing.*
- *The President or his designee produces 25-year certificates and Forbush Fellow awards.*
- *The President or his designee shall send emails to members concerning Club activities.*

First Vice-President:

- **shall organize all field trips and shall be responsible to see that the calendar of events reaches all members.**
- *produces the calendar of events and gets it to the Treasurer, in a timely fashion, for mailing.*

Second Vice-President:

- **shall organize all regular meetings and programs.**
- *shall make sure that the speakers have all the AV equipment they need.*
- *shall report to the First Vice-President all programs and speakers in a timely fashion, so they can be included in the calendar of events.*
- *shall introduce the speakers at the meetings.*

The Vice-Presidents, in order, shall perform the duties of the President in his absence.

Treasurer:

- **shall render all bills, collect all the dues and take charge of all such money received. He/She shall make payment of current expenditures and shall render a formal account of his/her doings, including a copy of all bank statements at the annual meeting.**
- **shall deposit all monies in the banks and shall on behalf of the Club, sign all checks drawn on these accounts.**
- *shall mail out the calendar of events and The Chickadee to all paid members*
- *shall mail to the membership, in a timely manner, the Membership and Renewal Form and the informational flyer for the Annual Dinner and Business Meeting that was provided by the President*
- *Both the Treasurer's and President's or Past President's signatures should be on all bank accounts. Either one may sign check's singly. (Some of the bank documents also require the signature of the Secretary)*

Secretary:

- **shall record the proceedings of the Club, shall conduct the correspondence of the Club, shall be responsible for writing the review of club activities and forwarding it to the Editor-in-Chief in time for inclusion in the annual publication of The Chickadee and shall inform all officers of matters requiring their attention.**
- *shall forward a copy of the minutes of each meeting to the President before the next meeting.*
- *shall, at each meeting, read the minutes from the previous meeting.*
- *shall collect and review the field trip reports from field trip leaders and forward them to the web master of the Forbush web site.*