

appleJAC Officer Job Descriptions

Roles and responsibilities of each position are distributed as follows:

President:

- Preside as President at all membership and Board of Directors meetings
- Present at each annual meeting an annual report of the work of the organization
- See that all books, reports and certificates as required by law are properly kept or filed
- Be one of the officers who may sign the checks or drafts of the organization
- Prepare meeting agendas, notices and newsletter blog articles
- Exercise such powers as belonging to the chief executive of any organization

Vice President:

- In the event of the absence or inability of the President to exercise his office, become acting president of the organization with all of its rights, privileges and powers
- Select and schedule monthly board meeting locations
- Exercise all duties incident to the office of Vice President

Secretary:

- Keep the minutes and records of the organization
- Keep a copy of the agenda for each monthly membership meeting
- Exercise all duties incident to the office of Secretary

Treasurer:

- Have the care and custody of all monies belonging to the organization
- Solely responsible for such monies or securities of the organization
- Be one of the officers who shall sign checks or drafts of the organization
- Deliver at each annual meeting an annual report of the finances of the organization
- Maintain membership, training and other databases
- Exercise all duties incident to the office of Treasurer

Webmaster:

- Have care and custody of the organization's web site
- Such system shall be maintained primarily for the use of the members, but may be made available to non-members on a limited basis
- Present at each annual meeting an annual report of the web site of the organization
- Post articles, agendas, photographs, swap shop and other files
- Exercise all duties incident to the office of Webmaster

Members-at-Large:

- Represent the membership as a whole
- Tasked by the President with special functions such as refreshments, videography, special events, member contests, membership drives and other activities

updated July 15 and August 19, 2014