

## GMJA OFFICER'S DUTIES OCTOBER 2015-Updated as of June 2021

The term of office for officers shall be one year. Officers may serve up to three consecutive terms.

Chairperson(s):

- Preside at all Membership meetings and Executive Committee meetings;
- Develop the agenda for the meetings with the input of the Membership;
- Be one of the officers who may sign checks or drafts of the organization;
- Keep a hard-copy archive of all agenda and minutes for the organization.

SECRETARY:

The Secretary shall keep the minutes and records of the organization and send to the Chairperson for distribution and retention in appropriate books.

TREASURER:

The Treasurer shall:

- Have the care and custody of all monies belonging to the organization;
- Deposit all monies in a designated bank account;
- Be a signatory, along with the one of the Chairperson(s) on the bank account;
- Make disbursements in a timely manner;
- Be responsible for the Membership directory, sending an updated copy when changes are made to the Chairperson for distribution to the Membership;
- Be responsible for due-date notification and collection of dues;
- Be responsible for notifying members who are in dues default;
- Prepare a monthly Treasurer's report and send via email to the Chairperson for incorporation into the agenda;
- Prepare an Annual Treasurer's report for presentation to the membership at the Annual Meeting.