

Recommendations to Chapter Nominations Committee

Name _____ Date _____

Office	Responsibilities	Consider me for this office this biennium.	My recommendations for this office	I would be interested in the future.
<i>President</i>	<ul style="list-style-type: none"> • Presides at Executive Board and regular meetings • Represents the Chapter at the California State Convention and Area meetings • Receives all correspondence from California State Office and International • Prepares an agenda for monthly Chapter meetings 			
<i>First Vice President</i>	<ul style="list-style-type: none"> • Is a member of the Chapter Executive Board • Assumes the duties and responsibilities of the Chapter President when she is not able • Performs other duties as assigned by the Chapter President or by Chapter Rules 			
<i>Second Vice President (Optional)</i>	<ul style="list-style-type: none"> • Is a member of the Chapter Executive Board • Assumes the duties and responsibilities of the Chapter President when she is not able • Performs other duties as assigned by the Chapter President or by Chapter Rules 			
<i>Recording Secretary</i>	<ul style="list-style-type: none"> • Is a member of the Chapter Executive Board • Takes minutes at all Board/Chapter meetings • Performs other duties as assigned by Chapter President or by Chapter Rules 			
<i>Corresponding Secretary</i>	<ul style="list-style-type: none"> • Is a member of the Chapter Executive Board • Reads and responds to all correspondence at the Board and regular meetings • Performs other duties as assigned by the Chapter President or by Chapter Rules 			
<i>Treasurer</i>	<ul style="list-style-type: none"> • Is appointed by the Chapter President • Assists the Chapter Finance Committee in preparing a budget. • Collects dues • Prepares yearly reports for California State and International • Submits accounts for an annual audit • Presents a Treasurer's report at meetings • Submits electronic IRS 990 form 			