

**Catholic Woman's Club
Duties of Officers and
Board of Directors**

PRESIDENT: The President shall preside at all meetings of the Club and the Board of Directors and the Executive Committee. She shall be an ex-officio member of all committees except the nominating committee. She shall make all appointments and shall generally perform such duties as pertain to the office. The President shall not hold office for two consecutive years.

PRESIDENT-ELECT: The President-elect shall familiarize herself with the duties of the President and with the works of the Club, and shall preside in the absence of the President. She shall be Chairman of the Hospitality and Membership Committees. She shall keep the Attendance Roll.

CORRESPONDING SECRETARY: The Corresponding Secretary shall conduct all Club correspondence; notify new members of their election to the Club; send out notices; send out copies of the Yearbook and Annual Budget and copies of any proposed changes in the Constitution and/or By-Laws to all Club Members.

RECORDING SECRETARY: The Recording Secretary shall record and read the minutes of each meeting of the Club and Board of Directors. She shall make out from her minutes an order of business for the use of the President. She shall put in the minute book a copy of any changes in the Constitution and/or By-Laws and a copy of the Annual Budget after it has been accepted by the membership.

TREASURER: The Treasurer shall collect all Club monies; shall be custodian of all Club funds; shall keep an accurate record of all receipts and expenditures; shall keep an accurate list of the membership as to payment of obligations. She shall make a report at each regular meeting and a full report of Club finances at the May meeting.

HISTORIAN: The Historian shall chronicle all events of historical interest pertaining to the club and shall make a report of the same at the annual meeting. She shall be the custodian of the Club papers and records. She shall keep a scrapbook of all club activities.

BOARD OF DIRECTORS: The Board of Directors shall serve as an advisory board and in that capacity shall discuss and make recommendations to the membership on all matters that come before it. The Board shall have the authority, subject to a vote of the membership, to annually adopt standing rules.