

DUTIES OF OFFICERS

PRESIDENT

- ✓ Host the District Convention in November at their school.
- ✓ Raise appropriate funds to cover the expenses of the Convention.
- ✓ Appoint and oversee all committees formed by the District
- ✓ Serve on the Executive Board of the District

FIRST VICE-PRESIDENT

- ✓ Assume duties of the Presidency if president is unable to perform them.
- ✓ Acquire Discussion Groups leaders for the high school workshop at the District Convention.
- ✓ Serve on the Executive Board of the District.

SECOND VICE-PRESIDENT

- ✓ Acquire Discussion Group leaders for the junior high workshops at the District Convention.
- ✓ Serve on the Executive Board of the District.

SECRETARY

- ✓ Record and type the minutes of each association meeting.
- ✓ Report minutes of previous convention at the Fall Convention and State Advisors Meeting.
- ✓ Host the Mailroom at the District Convention.
- ✓ Serve on the Executive Board of the District.
- ✓ Create & Design an activities book/calendar/idea exchange.

All terms of office shall begin at the end of the conference year until the end of the next conference or until a qualified successor has been elected and acknowledges responsibility for the office.