

## Duties of Officers

### **PRESIDENT**

- Host the District Convention in fall of the next school year at their own 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 **OR** Create & Design an activities book/calendar/idea exchange.
- Serve on the Executive Board of the District.

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