

*AAWCC Officer Position Descriptions*  
***Executive Committee***

The officers: **President**, **President-Elect**, **Secretary** and **Treasurer**

- ❖ ...must be members in good standing.
- ❖ ...serve a term of two years or until their successors have been duly elected and installed.
- ❖ ...shall be elected every two years. Elections will be conducted by mail with nominees submitted to the outgoing president.

The **President** shall:

- (a) Serve as the presiding officer of the organization.
- (b) Act as the representative of the organization to the public.
- (c) Serve as liaison to the national association.
- (d) Call special Executive Committee meetings when necessary.
- (e) Appoint committees recommended by the Executive Committee as necessary.

The **President-Elect** shall:

- (a) Preside in the absence of the President.
- (b) Serve as the MCC representative for the annual, statewide meeting (if necessary).
- (c) Serve as President for the 2007-2009 term.
- (d) Perform other responsibilities as agreed upon with the President.

The **Secretary** shall:

- (a) Schedule all meetings and make room reservations.
- (b) Record and distribute the minutes for all meetings.
- (c) Maintain all necessary correspondence and organizational records.

The **Treasurer** shall:

- (a) Be responsible for the collection of chapter membership dues.
- (b) Be responsible for preparation and maintenance of the budget for approval by Executive Committee, including an annual report.
- (c) Maintain proper financial records and file an annual financial report with the AAWCC National Chapter.