



## METROPOLIS OF ATLANTA PHILOPTOCHOS DUTIES OF CHAPTER OFFICERS



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### THE DUTIES OF THE OFFICERS OF THE CHAPTER BOARD SHALL BE AS FOLLOWS:

**PRESIDENT:** The President shall act as the chief executive officer of the Chapter Board and shall perform such duties as devolve by law, and as are usual to the office. The President shall preside over the Board's meetings and shall serve as an ex-officio, non-voting, member of all standing and special committees, except the President shall not be an ex-officio member of the Auditing Committee.

**FIRST VICE PRESIDENT:** The First Vice President shall perform such duties as are usual to the office of Vice President and shall assume and perform all duties of the President, during the absence or disability of the President until such time as a successor to the President is elected. The First Vice President shall also serve as chairperson of the Legislative Committee.

**SECOND VICE PRESIDENT:** The Second Vice President shall assume and perform all duties of the First Vice President, during the absence or disability of the First Vice President and shall perform such other duties as are usual to the office of First Vice President until such time as a successor to the Second Vice President is elected. The Second Vice President shall chair the Family and Society Committee.

**RECORDING SECRETARY:** The Secretary shall keep and maintain the minutes of all meetings of the Chapter Board and shall perform such duties as are usual to that office.

**CORRESPONDING SECRETARY:** The Corresponding Secretary shall prepare all correspondence, dispatch all mailings from the Chapter Board and shall provide formal notice of Chapter Board meetings.

**TREASURER:** The Treasurer shall make full financial reports at all meetings of the Chapter Board and at the meetings of the full membership and such other interim reports as the Chapter Board may direct and shall perform such duties as are usual to that office.

**ASSISTANT TREASURER:** The Assistant Treasurer shall assume and perform all duties of the Treasurer, during the absence or disability of the Treasurer and shall perform such other duties as are usual to the office of Treasurer until such time as a successor to the Treasurer is elected.

**ADVISOR TO THE CHAPTER BOARD:** The Advisor to the Chapter Board shall advise the President, Officers and members of the Chapter.

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