

“Officers” job description – extracted from the VVA National Constitution

Found here:

<https://vva.org/wp-content/uploads/2019/08/2019-Constitution-of-VVA-as-amended.pdf>

SECTION 6 – OFFICERS

A) The officers of a chapter shall be the president, one or more vice presidents, a secretary, a treasurer, or any one of the following combined officer positions: secretary-treasurer, vice-president- secretary, or vice-president-treasurer, and such other officers as the chapter board may, from time to time, deem advisable and as allowed by law.

B) The officers of a chapter shall be elected by the members at the annual meeting of the members. All such officers so elected shall hold office for a term of one or two years as specified in the chapter bylaws. Each officer shall hold office until his or her successor is elected and has qualified. An officer may succeed himself or herself any number of times. A vacancy in any office due to death, resignation, refusal, or inability to serve, shall be filled by the chapter board, for the remaining term thereof, subject to the approval of the members at the next meeting, except that a vacancy in the office of the president shall be filled for the remaining term thereof as specified in subsection D of this section.

C) The president shall be the chief executive officer of the chapter and shall, subject to the direction of the chapter board, supervise and control all of the business affairs and property of the chapter, and shall see that all orders and resolutions of the chapter board are carried into effect. The president shall preside at all meetings of the members and of the chapter board, and shall appoint all chairs of committees, except the chair of the election committee.

D) In the absence of the chapter president, or in the event of his or her inability or refusal to act, the vice president, or in the event that there be more than one vice president, the vice presidents in the order designated, shall perform the duties of the president, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the president. The vice presidents shall perform such other duties as the board may from time to time prescribe. In the event of the death, removal, or resignation of the president, the vice president shall assume the position of the president for the remainder of his or her term.

E) The secretary shall record all the proceedings of the meetings of the chapter board, and of the members, in a book kept for that purpose, and shall perform like duties for the executive committee when required. He or she shall give or cause to be given, notice of all meetings for which notice is required by this Constitution, and shall operate under the supervision of and perform such other duties as may be prescribed by the chapter board or the president. In the event of a conflict, the secretary shall act pursuant to the instructions of the chapter board. The secretary shall obtain and have custody of a corporate seal for the chapter if required by law. The secretary or assistant secretary

shall have the authority to affix the same to any instrument requiring it, and when so affixed it may be attested by the signature of the secretary or such assistant secretary. The chapter board may give general authority to any other officer to affix the seal of the chapter and to attest the fixing by his or her signature.

F) The assistant secretary, if there be one, shall, in the absence of the secretary or in the event of his or her inability or refusal to act, perform the duties and exercise the powers of the secretary, and shall perform such other duties and have such other powers as the chapter board may from time to time prescribe.

G) The treasurer shall have charge and custody of all funds and securities of the chapter and all funds and securities in any way generated, collected, or obtained in connection with chapter activities; and the treasurer shall be responsible for such funds and securities and the receipt and disbursement thereof.

1 He or she shall keep full and accurate accounts of receipts and disbursements in books belonging to the chapter and shall deposit all moneys and other valuable effects in the name of, and to the credit of, the chapter in such depositories as may be designated by the chapter board.

2 The treasurer shall disburse the funds of the chapter as may be ordered by the chapter board, taking proper vouchers for such disbursements, and shall render to the president and the chapter board at its annual meeting, or when the chapter board, the president, or the Corporation so require, an accounting of all transactions as treasurer, of the financial condition of the chapter, in compliance with local, state, and federal regulations.

H) The assistant treasurer, if there be one, shall, in the absence of the treasurer or in the event of his or her inability or refusal to act, perform the duties and exercise the powers of the treasurer, and shall perform such other duties and have such other powers as the chapter board may from time to time prescribe.

I) The chapter president, vice president, treasurer, or any other officer designated by the chapter board, shall be authorized to sign checks and drafts. Any officer so authorized shall obtain a fidelity bond or other surety for the faithful discharge of the above duties in such sum and with such surety as the chapter board may determine, the expense of which shall be a charge to the chapter. A bond may be dispensed with for any such officer upon his or her written request to the national board and its consent thereto.