

Montgomery County Genealogical and Historical Society, Inc.

DUTIES OF BOARD OF DIRECTORS
Per By Laws, Standing Rules, Roberts Rules of Order

Current as of 1/9/2017 9:51 AM. Prepared by Emery Heuermann

ARTICLE VII, DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall:

- a) Preside at all meetings of the Society; shall be ex-officio member of each committee with the exception of the Nominating Committee, which will be assigned to a Vice-President. The President votes only to break a tie.
- b) Appoint all committees, with the exception of the Nominating Committee. Appoint a Board Member to each Committee.
- c) Shall sign all contracts and other instruments of the Society not to exceed five hundred (\$500.00) dollars. Any amount that exceeds that amount shall be approved by the membership.

Section 2. FIRST VICE-PRESIDENT. The First Vice-President shall:

- a) Serve as Program Chairman.
- b) Perform duties of the President in his absence.

Section 3. SECOND VICE-PRESIDENT. The Second Vice-President shall:

- a) Serve as Publicity Chairman.
- b) Perform duties of the President in the absence of the President and First Vice-President.
- c) Preserve an accurate written and pictorial history of the Society's activities by maintaining a yearly scrapbook.

Section 4. THIRD VICE-PRESIDENT. The Third Vice-President shall:

- a) Serve as Membership Chairman and maintains all membership records.
- b) Provide an attendance list for all general meetings and copy to the recording secretary.

Section 5. TREASURER. The Treasurer shall:

- a) Receive and have custody of all funds, depositing the same in such banks or savings institutions as the Board may direct.
- b) Sign all checks, in coordination with the President, or a member designated by the President, for the payment of monies or disbursements as directed by the Board of Directors.
- c) Prepare, in consultation with the other officers, an annual budget to present to the Board of Directors.
- d) Produce the Treasurer's Report for each general meeting.
- e) Note all gifts or donations as a journal entry.

Section 6. RECORDING SECRETARY. The Recording Secretary shall:

- a) Act as secretary at all General and Board meetings.
- b) Keep minutes of the meeting activities of each Board and General Meeting, having them available to the membership in a timely fashion.
- c) Minutes shall be prepared, read, approved, and signed for each Board and General meeting.

Section 7. LIBRARIAN. The Librarian shall:

- a) Handle incoming orders for and disbursement of materials published by the Society.
- b) Produce reprints of materials published by the Society as needed.
- c) Keep an inventory of all Society-published materials.
- d) Prepare printed and digital copies.

Section 8. PARLIAMENTARIAN. The Parliamentarian shall ensure that meetings are conducted according to a current copy of Roberts Rules of Order.

Section 9. DIRECTORS AT LARGE. The Directors at Large may be appointed to various posts as needed to serve the Society.

Section 10. THE EDITORIAL STAFF of The Herald shall be selected by the Editor of The Herald and shall consist of other staff as deemed necessary by the Editor.

DIRECTORS AT LARGE DUTIES (per By Laws, Standing Rules)

- a. **Chaplain** will be responsible for the invocation at meetings.
- b. **Pledge & Flag** Chairman shall be responsible for placing the flag at meetings and leading the pledge.
- c. **Meeting Room** – shall prepare the meeting room.
- d. **Awards** – shall record for the permanent file any Guidelines for the Awards and the Hall of Fame. Awards shall be made for Publications and for outstanding contributions to the Society. The Hall of Fame shall be made at the Founder’s Day Celebration in September.
- e. **Hospitality** –shall help to plan the Founders Day activity and any other social events and keep a permanent file of activities