

Vice President:

The Vice President has the customary role of standing in for the President in his absence, and of keeping the President informed on all aspects of Havurah. The Vice President shall perform other duties as assigned by the President.

The major responsibility of this office is that of event coordinator and liaison, based upon guidelines provided by the Board of Directors.

Membership Vice President:

Respond to new membership inquiries, and explain the workings of the Club to new members. Greet and introduce new members at meetings and events. Report membership status at Board and General meetings. Maintain accurate membership roster.

Secretary:

Attend all Board Meetings and General Membership Meetings. Record minutes of meetings, and arrange distribution to members.

Maintain and update articles for the Club in SCA Spirit magazine.

Maintain an archive of previous minutes, event chair reports and copies of all blasts sent to the membership.

Treasurer:

Manage the finances of the Club

Receive all monies and pay all bills owed by the Club

Keep records of all financial transactions

Prepare financial reports for meetings, and submit report to SCA at year end

Reconcile bank account monthly

Keep records for three years

Maintain roster of paid up members

Chapter Three, Financial Controls and Procedures, in the Charter Club Guidelines and Rules, will guide all financial activities of the Club

C. Nomination and Election Procedures

A Nominating Committee appointed by the President will establish a slate of candidates for the election of Directors. In addition to the slate, any Club member in good standing may be nominated from the floor at the Annual General Membership Meeting. At least 30 days notice of an election shall be given to members. Voting will be done by voice or secret ballot. A simple majority will carry.