Duties of Each Office

All officers shall perform duties as assigned by the president of Colorado State Chapter

SECRETARY (1st Year)

* Record and distribute minutes of all state board meetings and annual convention
* Assist president with preparation and distribution of the proceedings from state convention
* Receive, review, and approve local chapter corresponding secretaries’ annual reports
* Serve as proxy at official visits
* Assist at spring officer training workshops
* Serve as adviser to committees as assigned
* Correspondence
* Attend International Convention as a visitor (odd years)
* Prepare/conduct state convention duties as assigned

TREASURER (2nd Year)

* Responsible for all state chapter banking and annual audit
* Pay all bills as directed by the president
* Receive, record and forward chapter gifts and dues amounts to Executive Treasurer
* Receive, review, and approve local chapter treasurers’ annual reports
* Prepare annual state financial reports
* Serve as proxy at official visits
* Assist at spring officer training workshops
* Serve as ex-officio member of state Finance Committee
* Serve as adviser to committees as assigned
* Attend International Convention as a visitor (odd years)
* Prepare/Conduct state convention duties as assigned
* Prepare registration materials and credentials for state convention

ORGANIZER (3rd Year)

* Schedule, plan and conduct official visits
* Schedule and plan spring officer training workshops
* Work with organizing chapters, identify areas for new chapters and provide support
* Serve as adviser to committees as assigned
* Plans and presents Period of Instruction at state convention
* Attend LEAD Conference
* Attend International Convention as a visitor (odd years)
* Prepare/conduct state convention duties as assigned

VICE PRESIDENT (4th Year)

* Serve as proxy at official visits
* Assist at spring officer training workshops
* Serve as adviser to committees as assigned
* Serve as a delegate to International Convention (odd years)
* Prepare for the convention and the year as state president

PRESIDENT (5th Year)

* + Plan and conduct all board meetings
	+ Attend LEAD conference
	+ Lead the state delegation to International Convention (odd years)
	+ Serve as proxy at official visits
	+ Send monthly communication to local chapters
	+ Oversee Colorado State website
	+ Serve as adviser to state committees
	+ Serve as Ex-officio/voting member of CPCC

August 2020