

# VAMWMW Officers Designated in the Constitution to be elected in April

## A. Elected Officers that need to be replaced.

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|------------------------|---|
| 1. President           | 6. Assistant Recording Secretary        |
| 2. 1st Vice President  | 7. Corresponding Secretary (Not Vacant) |
| 3. 2nd Vice President  | 8. Financial Secretary                  |
| 4. 3rd Vice President  | 9. Treasurer                            |
| 5. Recording Secretary |   |

## B. Duties and Responsibilities of Elected Officers

1. The President shall preside at the meetings of the Association. She shall appoint all committees, approve and sign all orders for expenditures (vouchers) on the treasury and interpret the Constitution. Non-constitutional: The President should represent VAMWMW at the Northeast Region meetings and at the International Association meetings.
2. The First Vice – President shall perform the duties of the President at her request, or in her absence. She shall serve as Chairman of the Program Committee. Non-constitutional: The First Vice President shall also be responsible for the Virginia Breakfast at the International Convention, which includes securing a site, selecting a menu, and securing a local ministers' wives organization of Virginia to plan the program and host the breakfast. These plans should be shared with the President.
3. The Second Vice – President shall perform the duties of the President at her request, or in her absence and in the absence of the First Vice – President and serve as Chairman of the Ways and Means Committee.
4. The Third Vice – President shall perform the duties of the President at her request, or in her absence and in the absence of both the First Vice – President and the Second Vice –President and serve as Chairman of the Membership Committee.
5. The Recording Secretary shall keep the minutes of the meetings and be responsible for preparing copies for the Annual Meeting. The minutes should be reviewed by the President before presentation to the entire body.
6. The Assistant Recording Secretary shall serve in the absence of the Recording Secretary and give her any assistance in the meetings which may be necessary.
7. The Corresponding Secretary shall conduct such correspondence of the organization as the President may direct.
8. The Financial Secretary shall keep a record of all monies received and disbursed by the organization and presents a written report at the meetings of the Executive Board and the Association's Annual Conference.
9. The Treasurer shall receive and bank all monies belonging to the organization and shall pay all bills on written orders which she and the President have signed. She shall present a written report at the Executive Board and Annual Meetings.