

Officer and Board Member Position Descriptions

Here is some information about each of the CPS Officer and Board positions.

- President:
 - Serves as chief executive officer
 - Presides at all Business and Board Meetings
 - Is a member of all committees with the exception of the Nominating Committee
 - Opens the Friday night meetings
 - Presides at the Annual Awards Banquet
 - Appoints all new Committees and Committee Chairpersons
 - Maintains the annual calendar/Friday meetings calendar
- Vice-President (First and Second):
 - Performs all the duties of the President in his/her absence
 - Performs other such duties as may be assigned by the Board
 - Assists the President as needed
 - Reasonable expectation that one of them will become the next President
- Secretary:
 - Takes notes at all Business and Board Meetings
 - Emails notes to the Board Members
 - Keeps the active membership roster updated and current
 - Sends out welcome email to new members
 - Orders name tags
 - Makes copies of the CPS Constitution and By-Laws and the Procedures Manual
 - Sends cards and/or flowers for funerals
 - Responsible for member communication

*Certain duties of the Secretary may be assigned to other individuals in order to provide the most expeditious handling of club business. Even when such duties have been assigned, however, the Secretary retains ultimate responsibility for the completion of all assigned duties.

- Treasurer:
 - Receives, deposits, and records Club income
 - Pays all indebtedness of the Society
 - Keeps regular and correct accounts of the Society in books
 - Makes a report of the Society's financial condition at Annual Meeting
 - Maintains the club's bank checking account
 - Handles and accounts for all monies received and disbursed for major CPS events and functions (Annual Banquet, Auction, etc.)
 - Maintains financial records of the Club
 - Attends Board meetings and submits the Treasurer's Report
 - Receives and distributes mail from the club Post Office box weekly
 - Pays members' expense reimbursements; target: weekly; minimum: bi-weekly
 - Prepares members' Dues Statements; two (2) mailings: Early May and Late June
 - Maintains the active membership roster
 - Sends the Secretary information on new members
 - Advises the Board at the August Meeting of all non-renewing members, who are to be removed from the active Roster by the Secretary

*Certain duties of the Treasurer may be assigned to other individuals in order to provide the most expeditious handling of club business. Even when such duties have been assigned, however, the Treasurer retains ultimate responsibility for the completion of all assigned duties.

- Board of directors:
 - Have control of the corporate property and affairs of the Society
 - Audit the accounts of the Treasurer annually