

June 2020

NCIWC - JOB DESCRIPTIONS

PRESIDENT - the Chief Officer of the Club whose elected term will be one year. The President shall preside at all meetings of the Club and of the Board. His / Her duties consist of calling meetings to order, and presenting the order of business in the following manner:

- Roll Call (to be performed by the Secretary)
- Minutes of the Last Meeting (to be provided by the Secretary)
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of Committees
- Voting in of new members
- Unfinished Business
- New Business
- Election of Officers and Board (at the annual meeting)
- Adjournment

The President will oversee all parts of Club function including but not limited to: Club activities, policies, and time sensitive occurrences. The president will work with the Board and all Club chairmen to fulfill oversight.

VICE-PRESIDENT - an officer next in rank to the President, whose elected term will