

## Duties of Our Elected State Officers

In the Oregon State Organization By Laws under **ARTICLE VI – Officers, Related and Special Personnel** – you will find the duties for our elected state officers; State President, State Vice President and State Secretary.

### **Article VI, Section 3A – The president shall:**

1. Recommend to the Executive Board:
  - a. A treasurer
  - b. An administrative secretary
2. Appoint:
  - a. A parliamentarian.
  - b. An editor of *The New Oregon Trail*.
  - c. All standing committees, special committees and special personnel, except the Finance and Nominations Committees.
  - d. The chair of the Finance and Nominations Committees are appointed from the members of the committees who are serving their second biennium.
  - e. District Coordinators.
3. May recommend to the Executive Board a local Convention/Conference Coordinator.
4. Serve as an ex-officio of all committees except Nominations.
5. Name an official representative for meetings if the president is unable to attend.
6. Be responsible for leadership development throughout the state.
7. Serve as chair of the Executive Committee.
8. Appoint three members of the Executive Board to review and recommend for approval the minutes of State Executive Board meetings.
9. Be responsible with the Membership Committee for orientation and initiation of honorary members.
10. Consult with the Expansion Committee and/or sponsoring chapters regarding new chapters and the candidates for membership in these chapters.
11. Secure the incoming state president's pin for presentation at the state convention.

### **Article VI, Section 3B – The vice president may:**

1. Serve as general coordinator for all state conferences/conventions, district and/or combined district workshops and retreats.
2. Perform those duties assigned by the president and/or the Executive Board.
3. Serve as presiding officer in the absence of the president.

### **Article VI, Section 3C – The secretary shall:**

1. Be responsible for minutes of Oregon State Organization.
  - a. Record, prepare and forward completed minutes to the review personnel within 45 days of the event.
  - b. Be responsible for printing minutes of all Executive Board meetings and state conventions.
  - c. Distribute minutes to all members of the Executive Board and the Leadership Team.
2. Prepare an Executive Board roster and present a quorum report of Board meetings.
3. Maintain a file of correspondence, reports and minutes from the previous and current biennium.
4. Perform those duties assigned by the president and/or the Executive Board.

In 2019 Districts #4, #5 and #6 will elect members to the Finance and Nominations Committees - The duties of those two committees are found in the By Laws under **ARTICLE VIII – Committees**

**Article VIII – Section 1: Elected Committees**

- A. Finance
- B. Nominations

**Article VIII – Section 5: Committee Structure**

- A. Due consideration may be given to representation from all districts.
- B. A member shall serve no more than two consecutive terms on the same committee.

**Article VIII – Section 6: Duties of Elected Committees**

- A. The Finance and Nominations Committees shall consist of one member from each district elected for a term of two biennium.
- B. Nominations for members of the Finance and Nominations Committees shall be received from the districts by the district coordinators and submitted to the Nominations Committee by December 15 of even numbered years.
- C. The election of committee members from District #1, #1, and #3 shall alternate each biennium with the election of committee members from Districts #4, #5, and #6 in odd-numbered years at state convention.
- D. Election of members to the Finance and Nominations Committees shall be by ballot by members of the Executive Board from the districts of the candidate. Election shall be by a majority of the ballots cast.
- E. **The Finance Committee shall be responsible for supervision of the financial affairs of the state including recommendations for the expenditure and investment of funds, preparation of an annual budget for adoption by the Executive Board, and arranging for an annual financial review.**
- F. **The Nominations Committee shall be responsible for seeking qualified candidates for state offices and elective positions preparing recommendation forms providing information for *The New Oregon Trail*, preparing he ballots, conducting elections, and installing officers.**