

**Responsibilities of the office**  
**EVEN years**

**The PRESIDENT-ELECT SHALL:**

- Serve as a member of the Executive Board.
- Serve in the place and with the authority of the President in his/her absence.
- Communicate with the President for agenda development.
- Coordinate the implementation of Leadership Training for local chapter officers. (See Leadership Training Guidance document.)
- Prepare the annual budget in conjunction with the Treasurer for presentation to the Executive Board.
- Maintain communication in a timely manner (respond to phone and email messages) within 2 business.
- Serve a term of one year.

**The SECRETARY shall:**

- Serve as a member of the Executive Board.
- Keep a careful record of the proceedings of all official meetings, including reports.
- Assume custody of all records not specifically assigned to others.
- Keep accurate records of the Executive Board, Standing Committees, and Temporary Committees.
- Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
- Serve a term of two years.

**The MEMBERSHIP SECRETARY shall:**

- Serve as a member of the Executive Board.
- Collect and maintain an active record of members. Membership will be defined as beginning when the Membership Secretary verifies the receipt of payment for organizational dues (may be received electronically) and that the funds are verified.
- Submit written records to the Executive Board as needed.
- Obtain and maintain a copy of current chapter officers.
- Serve as the official insurance representative for TEDA. The new insurance list shall be sent to the company per the insurance company's time line.
- Maintain communication in a timely manner (respond to phone and email messages) within 2 business days.
- Prepare the membership application and present to the Board for approval at the Executive Board meeting held prior to the end of the current fiscal year.
- Serve a term of two years.