

SOROPTIMIST INTERNATIONAL OF TRUCKEE MEADOWS

2025-2026 CLUB OFFICER ELECTION

DUTIES OF OFFICERS

(from the SITM Bylaws, Article IV Officers, Section 6. Duties of Officers, Effective 10/10/2024)

B. The president-elect shall:

1. perform the duties of the president in the absence of the president.
2. perform such duties as arise from membership on the board or as assigned by the president of the board.
3. be ex-officio member of all committees except the nominating committee.
4. prepare to serve as club president.
5. oversee fundraising, public awareness and special committees.
6. be informed regarding matters on which a vote at district meetings or region conference is to be taken and know how club members feel about such issues.
7. serve as club delegate; attend all district meetings and region conferences; vote on behalf of club members, speaking for their concerns.
8. oversee the club's region and federation awards and grants entries.
9. act as liaison with the meeting facilities representative to determine appropriate meeting space, room arrangements, program needs and meals.
10. In election years, coordinate a Candidate's Forum

C. The vice-president/program shall:

1. preside in the absence of the president and the president elect
2. coordinate the program committees by interfacing closely with each program committee coordinator
3. be an ex-officio member of all program committees.
4. perform such duties as arise from membership on the board or as assigned by the president or the board.

D. The vice-president/membership shall:

1. preside in the absence of the president, the president-elect and vice president/program.
2. coordinate the membership committees by interfacing closely with each membership committee coordinator.
3. be ex-officio member of all membership committees except the nominating committee.
4. perform such duties as arise from membership on the board or assigned by the president or the board.

F. The treasurer/service fund shall:

1. receive, record and deposit all club service funds in the appropriate financial institution.
2. sign all service fund checks.
3. pay authorized bills upon warrants approved by the board or as approved in the budget.
4. submit a written financial report at each board meeting and business meeting and at other times when requested by the president or the board.
5. serve as ex-officio member of the finance committee.
6. shall be informed that a general knowledge of budgets, computer bookkeeping software and financial reports is desirable to fulfill the obligations of this office.

G. The secretary shall:

1. keep the minutes of the meetings of the club and the board.
2. submit to the club the minutes of the club business meetings, board action and the recommendations of the board.
3. submit copies of the board meeting minutes and the club business meeting minutes to the finance/governance committee coordinators and the attendance committee coordinator.
4. be in charge of the general correspondence of the club.
5. review club correspondence at board and business meetings.
6. generate such correspondence as directed by the president or the board.
7. maintain club stationery.

I. The delegate shall:

1. perform such duties as arise from membership on the board or as assigned by the president or the board.
2. be informed regarding matters on which a vote at district meetings or region conference is to be taken and know how club members feel about such issues.
3. attend all district meetings and region conferences and vote on behalf of club members, speaking for their concerns. Delegate will provide complete information concerning all Soroptimist matters that affect the club and its members, providing reports of general information regarding meetings and conferences to the board and to the club.
4. If the delegate is unable to attend the Board of Directors shall immediately, following notification, elect a member(s) in good standing to represent the club.