

Duties of Officers

Executive Orientation Handout



Additional Information for President, Secretary and Treasurer

Duties of the Council President

- provide active leadership
- preside at all council meetings (also conventions at diocesan and provincial level)
- be a signing officer for all official documents
- initiate policy, in consultation with the officers
- keep fully informed on the operation of the League and report annually to the membership
- be an ex officio member of all committees except the nominations and election committee
- be the official spokesperson for the council
- appoint committees
- read and be familiar with the *National Manual of Policy and Procedure* and the *Constitution & Bylaws*
- be responsible for reporting activities to the next level, along with the executive
- inform the membership of the League's position on current issues
- foster open communication
- perform such other duties as may be incumbent upon the office

Role of the President at an Executive Meeting

- call an executive meeting prior to the general meeting
- encourage all officers and the spiritual advisor to attend
- prepare the agenda, with assistance from the recording secretary (consulting the minutes of previous meetings and unfinished business)
- chair the meeting
- allow time for discussion of agenda items and prepare recommendations for the general meeting

Role of President at a General Meeting

- call a general meeting of the council
- encourage members to attend (notify members of the time and place in the parish bulletin, with telephone calls, of a special program or guest speaker)
- prepare an agenda based on business arising from the executive meeting
- chair the general meeting
- designate greeters
- arrange for a social period following the meeting
- appoint a member to be responsible for the guest speaker

Other Considerations

- read the reports to be presented prior to the meeting, in order to be informed and diffuse any contentious issues
- be familiar with PRES-10 of the *Executive Handbook* for additional tips for conducting a meeting and on motions

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Duties of the Secretary

- assist the president in preparing the agenda for the executive and general meetings
- record the minutes of meetings (and conventions at diocesan and provincial levels) and retain as a permanent record of the council
- distribute copies of the minutes or read aloud at meetings
- maintain a motion book containing past motions
- ensure minutes are approved at the next meeting of the group. **Note:** The minutes of the business sessions of diocesan and provincial conventions may be approved by a committee or the executive, if the members of the convention have authorized their approval this way. This can be part of the convention Standing Rules.
- bring the book of minutes from past meetings to each meeting. This book usually contains the minutes from the previous one or two terms. Older minutes are given to the past president to be filed in the archives.
- be a signing officer on all official documents (instructed votes, accreditation to conventions, some cheques, etc.)
- be responsible for receiving reports from the executive
- collect annual reports from the executive and send to the president for her report
- be responsible for all council papers and records
- keep copies of executive monthly and annual reports
- know where the council's charter is kept
- know where the council's archives are located
- be familiar with the *Handbook for Secretaries*

Tips for Minutes

The minutes are a record of the business of a meeting and must include:

- the type of meeting being held (general, executive, annual)
- name of the organization
- date, time and place
- name of the presiding officer and secretary
- whether the previous minutes were read, circulated and approved
- a brief financial report
- all motions, with the decided action, the names of the mover and seconder (include both first and last name). **Note:** Details of the debate are not included unless requested
- title of committee reports and highlights. The full report is filed for reference
- time of adjournment

Note: minutes do not include opinions or personal comments.

Duties of the Treasurer

- maintain the financial records of the council, including accounts, cheque book, deposit book
- keep books updated, listing and itemizing each transaction
- retain cancelled cheques and receipts
- pay all accounts by cheque with two signatures on every cheque

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- ensure there is a receipt to cover petty cash payments
- receive all League monies and pay all accounts, as authorized
- be a signing officer for official documents
- prepare a report of revenues and expenditures for all meetings
- ensure per capita fees are remitted to the national office by February 28th
- have financial records examined annually (audited, review engagement)
- keep cheques/statements of receipts and disbursement books on file for five years
- be familiar with the *Guidelines for Treasurers*

Signing Officers

All cheques for the council must be signed by two officers, usually the treasurer and the president. However, no one can sign a League cheque to herself. When the cheque is issued to the president, it is signed by the treasurer and the secretary. A cheque issued to the treasurer is signed by the president and secretary.