

Did You Know???????

Here are some facts about being a New York State Division officer.

- Members who have never been a division officer before can be nominated for either Treasurer or Secretary. You don't have to start as treasurer and "work your way up."
- In order to run for either Vice President or President, you must have served as a division officer for at least one year previously.
- To be eligible for any office, you must have been a chapter officer (not necessarily President) OR served as a Division Committee Chairman OR International Committee Chairman.
- You are expected to attend three (3) board meetings and participate in a conference call. The board meetings are usually held in the summer, fall, and following spring. The conference call occurs during the winter.
- The board meetings normally last 1 – 1½ days and the conference call is usually 3-4 hours long.
- The President determines the locations and dates of the meetings/conference calls, with input from the other board members. Usually, the fall board meeting is held at the site of the following year's annual meeting.
- Each officer is expected to make a visit to each of their contact chapters once a year, unless there are scheduling or financial difficulties.
- All officers are expected to attend the entire Annual Meeting. Registration fees and lodging costs for all officers are paid for from annual meeting funds.
- All expenses related to an officer's official duties are reimbursable. This includes round trip travel, meals, and lodging for board meetings; travel and lodging in connection with contact chapter visits; and other approved expenses.

The Treasurer is responsible for:

- Establishing checking and savings accounts at a bank convenient to the Treasurer.
- Developing a draft budget (with assistance from the previous year's treasurer) for the board to discuss and vote on at the summer board meeting.
- Arranging to have an auditor review the treasurer's records at the end of the fiscal year.
- Keeping accurate records and distributing monthly financial reports to the other officers.
- Sending out the annual Third Party Liability Insurance invoices to the chapters.
- Co-Sign checks issued by Division.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The Secretary is responsible for:

- Taking, transcribing, and distributing the minutes of each board meeting within 30 days after the meeting.
- Issuing and maintaining the division roster and calendar.
- Sending cards on behalf of the division to any member who has a significant event occur in their life (i.e., illnesses, deaths, births, etc.)
- Sends annual holiday cards to all chapters on behalf of the division officers.
- Designs and copies the Memorial Service brochure used during the Memorial Service at the Annual Meeting. Maintains the Omega Chapter book.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The Vice President is responsible for:

- Attending the Incoming Division President's Conference in Kansas City in preparation for their term as President.
- Serve as Board Contact to the Annual Meeting.
- Developing a theme and goals to be used during their term as President and to present this theme and goals as part of the Incoming President's Remarks during the Annual Meeting.
- Selecting parliamentarian (or parliamentary advisor), division committee chairmen, and members for the coming year.
- Assigning contact chapters and committees to each officer.
- Determining board meeting dates and locations.
- Serving as alternate to the International Convention.
- Serving as the official division representative/delegate in the absence of the President.
- Perform such other duties as may be assigned by the President or the Board of Directors.

The President is responsible for:

- Presiding over all board meetings/conference calls and the Annual Meeting.
- Developing meeting agendas
- Serving as delegate to the International Convention.
- Co-signing all checks issued by the division.
- Approving all official documents, vouchers, and contracts that affect the division.
- Keeping the Northeast District Director informed of the division's activities on a regular basis.
- Perform other duties assigned to the office of the President.