

**General Officer Duties**

1. Attend monthly officers meeting (usually every 4<sup>th</sup> Thursday).
2. Bring speaker ideas for Branch meetings.
3. Bring ideas for other Branch events/trips.
4. Help as needed to conduct Branch meetings/events.

**President Duties**

1. Chairs monthly general Branch meeting (every 3<sup>rd</sup> Thursday):
  - a) At prior officers meeting, verify speaker attendance and timing. General guidance: speakers go from 12:45 to 1:30 at the latest, including questions. Members prefer meetings to be done by 1:30.
  - b) Show up to general meeting early (11:50) to coordinate with treasurer (get the speaker's gift) and meet with speaker. Coordinating with the restaurant representative to make sure the speaker is served first is also helpful.
  - c) Sit with the speaker, if feasible. This allows you to gather quick biographical info for when you announce them. This also helps the restaurant know who the speaker is so they may be served first.
  - d) If there is a buffet, announce when it is ready. Otherwise, announce that the restaurant is ready to serve so people may find their seats.
  - e) Make brief announcements about upcoming events. Announce speaker.
  - f) Move toward front of room around 1:30 to let speaker and members know to close the meeting.
  - g) Thank speaker, give gift from the Branch. Announce next general meeting. Dismiss meeting.
2. Chairs monthly officers meeting (usually every 4<sup>th</sup> Thursday):
  - a) Arranges time and location of officers meeting.
  - b) Develops agenda for each officers meeting (see past examples).
  - c) Announces time and location, and sends out agenda to officers by email a few days prior to the officers meeting.
  - d) Verify next meeting's speaker attendance; arrange speakers for next several months to avoid last minute panic.
  - e) Pass on information from Section and National to officers
3. Distribute officer duties to incoming officers, updating as necessary.
4. Write monthly President's Article for the newsletter (due first Friday of each month, unless that's the first day of the month, in which case the deadline is a week later).
5. Prepares miscellaneous correspondence for the Branch (may coordinate with Secretary).
6. Signs letters being sent from the Branch.
7. Represents Branch at Los Angeles Section meetings.
8. Delegate duties to other officers as appropriate.

9. Assists the President-Elect in selection of next year's officers, and in organization.
10. Conduct election of new officers prior to August 31 so information may be transmitted to the Section in a timely manner (President-Elect and Past Presidents can be of assistance).
11. Invite to August's officer's meeting both outgoing and incoming officers.
12. Swear-in new officers at September's general Branch meeting.