

**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.

**Vice – President Duties**

1. Serve as President in the absence of the President-Elect and President.
2. Assist the President where needed; absorb knowledge of Branch operations.
3. Coordinate annual seminar.
  - a) Discuss ideas with other officers at the monthly officer's meeting.
  - b) Arrange speaker, location, time, and date.
  - c) Determine cost for members; will it be less than nonmembers?
  - d) Announce in newsletter, collect reservations.
  - e) On day of seminar, collect money etc. (see Treasurer duties for guidelines; current Treasurer may be of assistance). Coordinate with speaker and restaurant/location representative regarding last minute speaker needs and room setup.