

General Officer Duties

1. Attend monthly officers meeting (usually every 4th 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.

Webmaster Duties

1. Distribute the Newsletter and announce the monthly general Branch meeting by email, including reservation sign-ups.
2. Send out a reminder email regarding the general Branch meeting prior to the reservation deadline.
3. Coordinate general Branch meeting reservations with the Treasurer (and Secretary, for any new nametags).
4. Distribute special announcements (seminars, plaque unveilings, special events or needs, etc.) to the membership.