

Alpha Charity League Officer Duties and Responsibilities

All Alpha Charity League Officer Duties and responsibilities are for a Mother/Son team. The Boys are expected to execute the majority of the duties, as age appropriate, but the Mother must be willing to participate as well.

All Officers (and their Mothers) must attend 2 out of 3 Officer Meetings during their term. Failure to meet this requirement can result in the Officer being removed from the position.

All Officer Positions are for the duration of one year with the exception of Public Relations Officer which is a 2 year commitment.

SEC.D. THE CHAPTER PRESIDENT SHALL:

1. Put into effect all acts and orders of the Board of Directors, the Chapters, and carry out the provisions of the Bylaws of the Corporation and the Board of Directors.
2. Report the membership to the Chapter Liaison Officer and conduct and management of the affairs of the Class.
3. File an annual report with the Chapter Liaison Officer as directed, including total service hours of all membership categories and total donations to charities.
4. Be an ex officio member of all Chapters with full privileges.
5. Maintain a current copy of Chapter Articles of Incorporation, amendments thereto, Bylaws, Standing Rules and Procedures.
6. Maintain current copies of Alpha Charity League, Inc. Policies approved by the Board of Directors.
7. See that Class officers submit required reports to the Chapter Liaison Officer.
8. Maintain a complete and permanent file of Class members including their standing in the Chapter.
 - a. Process matters concerning membership status and prospective member information sheets in accordance with these Bylaws and the membership procedures. Make recommendations to the Board for actions to be taken.
9. Make an annual report to the membership and file a copy of the report in the President's procedure book.

10. Perform such other duties as are prescribed in Articles XII and XIII of these Bylaws and as are usual to this office.

SEC.E. THE CHAPTER VICE PRESIDENT SHALL:

1. Perform all the duties of the President in the absence or disability of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
2. Maintain a current copy of Class minutes and correspondence.
3. Send monthly minute updates to all members of the Class within 1 week of a Class meeting.
4. Be responsible for coordination and oversight of the Communications affairs of the Chapter.
5. Provide oversight of Chapter Public Relations and Photographer officers.
6. Complete the appropriate section of the national Annual Report form.
7. Draft and maintain a permanent book of minutes of Regular and Special meetings of members.
8. Send copies of the minutes to the President and Chapter Liaison Officer.
9. Perform such other duties as may be assigned by the President or the Board.

SEC.F. THE TREASURER SHALL:

Maintain the confidentiality nature of Chapter Member's financial information. All discussions and inquires on a member's financial status will be directed to the Chapter Liaison Officer.

1. Be responsible for the receipt and custody of all moneys of the Corporation and for the disbursement thereof as authorized by the Board and the members.
2. Deposit all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board.
3. Collect all fund raising monies and deposit in Chapter account within 7 days of receiving the funds. Report all deposits of the Class and advise the Chapter Liaison Officer of the same.
4. Comply with Bylaws by sending dues, fees and assessments to corporation no later than April 1st.

5. File a financial statement with the Chapter Liaison Officer at regular meetings of the Board and regular meetings of the membership.
6. Draft a budget to be approved by the Chapter Liaison Officer and the Active members.
7. Make monthly payments for the Class facility rental as applicable.
8. Manage and handle petty cash disbursements.
9. Make recommendations to the Chapter Liaison Officer regarding financial matters.
10. Perform such other duties as assigned by the President or the Board. Refer to Articles XII and XIII of these Bylaws.

SEC.G. THE PUBLIC RELATIONS OFFICER SHALL:

1. Server a two (2) term; First year as interim and support to Chapter Public Relations Officer. Second year responsibilities will include:
 - a. Mentor and train public relations intern
 - b. Coordinate and work with other Class public relations officers to produce quarterly city level electronic newsletter of meetings, notices, upcoming events, etc.
 - c. Maintain web library of newsletters
 - d. Distribute electronically newsletters to identified outside parties.
 - e. Coordinate with Class Photographer.
2. The Public Relations Intern responsibilities will include:
 - a. Support Public Relations officer as requested and assume responsibilities as directed by the officer.
 - b. Assist to coordinate and work with other Chapter public relations officers to produce quarterly city level electronic newsletter of meetings, notices, upcoming events, etc.
 - c. Assist to maintain web library of newsletters
 - d. Assist in the distribution of electronic newsletters to identified outside parties.
 - e. Coordinate with Chapter Photographer.

SEC.H. THE CHAPTER PHOTOGRAPHER SHALL:

1. Server an annual position that is responsible for the visual recording of events and activities
2. Verify permission to publish member pictures
3. Create photo history of chapter events and activities
4. Coordinate and support Public Relations Officer efforts