

Pembroke Welsh Corgi Club of the Rockies Officer Duty Descriptions

Board of Directors: The Board of Directors is comprised of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and two Members-at-Large, all of whom must be members in good standing. All are elected for one-year terms at the Club's annual meeting in December. They take office immediately upon conclusion of the election – when the Club's official year begins – and serve until their successors are elected the following December. Board meetings are held in the greater Denver area no less than four times per year. General management of the Club's affairs is entrusted to the Board of Directors.

President: The President presides at all meetings of the Club and the Board and fulfills all the duties specified in the Club's Constitution and By-Laws.

Vice-President: The Vice-President has the duties and exercises the powers of the President in case of the President's death, absence or incapacity, or if the President is subject to disciplinary charges according to Article VII of the By-Laws.

Recording Secretary: The Recording Secretary keeps a record of all meetings of the Club and of the Board and of all matters of which a record is ordered by the Club and carries out such other duties as are prescribed by the Club's Constitution/By-Laws or requested by the Board.

Corresponding Secretary: The Corresponding Secretary keeps a roll of the members of the Club with their addresses, has charge of the Club's correspondence, notifies members of meetings, notifies new members of their election to membership, notifies officers and directors of their election to office, and carries out other such duties as are prescribed by the Constitution and By-Laws.

Treasurer: The Treasurer collects and receives all monies due or belonging to the Club, and deposits the same in a bank designated by the Board in the name of the Club. The Treasurer's books are open to inspection by the Board at all times, and he/she shall report on the condition of the Club's finances at every meeting. At the midyear meeting, the Treasurer renders an account in writing of all monies received and expended during the previous year. The Club's fiscal year begins on the 1st day of February and ends on the 31st day of January.