

RESPONSIBILITIES OF CVIDS OFFICERS **(November 1, 2014)**

As chief CVIDS officer, the **President** is charged with general supervision of the affairs of the Society. He/she will preside at all Society and Board meetings and will coordinate activities of all committees. The President will also act as spokesperson of this Society and its representatives at meetings with other organizations and committees, unless some other member is delegated by the President, Board, or Society so to act.

The **Vice President** will perform all duties of the President in his/her absence and assist the President upon request. Assisted by the Secretary's attendance log, he/she will determine eligibility of members to receive club plants.

The **Secretary** will keep records of all actions taken by this Society. He/she will record detailed minutes of all Society and Board meetings, keep a permanent record, and disseminate them to the membership via the newsletter and website. If unable to attend a meeting, he/she will be responsible for appointing a temporary recorder. The Secretary is also responsible for all correspondence of the Society and will assist the President regarding members' club plant eligibility by taking attendance at all Society functions.

The **Treasurer** will be responsible for all financial operations of the Society including collection of dues and other monies and payment of expenses as directed by the Board. He/she will summarize the financial status of the Society at each meeting. The Treasurer will work with other Board members to propose a budget prior to the beginning of each year. Additionally, he/she will be responsible for updating the Society membership list and forwarding it to Board and Society members at appropriate intervals. When processing new memberships, the Treasurer will forward names and contact information to the Membership Committee Chair and other Board members.

RESPONSIBILITIES OF COMMITTEE CHAIRS **(November 1, 2014)**

The **Newsletter Editor** will be responsible for publishing and disseminating the CVIDS Newsletter about six times per year.

The **Webmaster** will be responsible for maintaining the CVIDS website.

The **Membership Chair** will be responsible for welcoming new members and making them aware of the Society's activities, CVIDS Newsletter, and website.

The **Club Plant Chair** will be responsible for purchasing club plants.

The **Silent Auction Chair** will be responsible for organizing the return of club plants and their sale by silent and live auctions.

The **Hospitality Chair** will be responsible for coordinating the banquet and other social activities.

The **Program Chair** will be responsible for coordinating educational and entertainment programs.

The **Special Events Chair** will be responsible for coordinating any special events such as a regional or national meeting.