



PRESIDENT DUTIES

PRESIDES AT ALL MEETINGS

APPOINTS COMMITTEES

CASTS DECIDING VOTE IF THERE IS A TIE

ENCOURAGES ALL MEMBERS TO TAKE PART

ARRANGES FOR VICE PRESIDENT TO PRESIDE IF UNABLE TO ATTEND

SEES MEETINGS START AND STOP ON TIME

HELPS MEMBERS AND LEADERS PLAN THE YEARLY PROGRAM

RESTATES MOTION FOR A VOTE

CONDUCTS MEETING ACCORDING TO PARLIMENTARY PROCEDURE

VICE PRESIDENT DUTIES

PRESIDES WHEN PRESIDENT IS ABSENT

ASSISTS OTHER OFFICERS IN ARRANGING FOR AND CONDUCTING MEETINGS

SERVES AS CHAIRMAN OF THE PROGRAM COMMITTEE

HOST FOR SPEAKERS

INTRODUCES GUEST SPEAKERS