

DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS:

1. The Chairperson shall: (Note: in the case of Co-Chairpersons, it will be left to them to mutually determine who carries out combined duties of Chair and Vice Chair)

- Preside at all Council meetings
- Call special meetings at his/her discretion, or when petitioned in writing by ten (10) members of the Council.
- Make provisions for reassignment of necessary duties of absent members
- In case of budgetary allocation, co-sign with the Treasurer, warrants for all expenditures over \$25.00.
- Enforce the Constitution and by-laws of the Council
- Carry out assignments and instructions given to him/her by vote of the Council
- Perform such other duties as customarily pertain to the office of the Chairperson
- Supervise all elections
- Supervise all planning and execution of the Annual Staff Picnic

2. The Vice-Chairperson shall:

- Preside at all Council meetings
- Assist the Chairperson with the above duties
- Assume all responsibilities of the Chairperson in the event of the Chairperson's absence
- Assist in the planning and execution of the Annual Staff Picnic

3. The Secretary shall:

- Preside at all Council meetings
- Keep a record of the proceedings of all meetings
- Issue notices and agendas of forthcoming meetings
- Issue copies of the minutes of the previous meetings prior to the next scheduled meeting
- Manage all W.A.S.C Communications and List Serv
- Assist in planning and execution of the Annual Staff Picnic

4. The Treasurer shall:

- Preside at all Council meetings
- In the case of budgetary allocation, maintain a check on all budget lines.
- Render a budget accounting at each meeting
- Pay all Council bills as directed by the Council
- Assist in planning and execution of the Annual Staff Picnic