



Application for Executive Board

Available positions:

President, Vice President, Secretary, Treasurer

Please see below for position descriptions

Name _____

Class of _____

Which position would you like to run for? (you may list more than one) _____

Other clubs/assoc involved in? _____

Please write a brief description on why you think you would be a good member of the E board and why you are running for the position. Why would you like to be elected? What ideas do you have for the club? What can you bring to the table? (This will be shared with all members of LECOM AGD to help influence their votes)

Anything else you want us to know?

Application is Due 3/27/2017 @ 1700

Section 4. Duties of the Officers

- A. **President:** It shall be the duty of the President:
1. To serve as an official representative of this Student AGD Chapter in its contact with the Florida AGD for the purpose of advancing the objectives and policies of this Chapter.
 2. To preside at business meetings of the Chapter and to vote only in the event of a tie.
 3. To appoint a parliamentarian if necessary or desired.
 4. To attend the annual General Assembly of the Florida AGD and to submit an annual report for that meeting.
- B. **Vice-President:** It shall be the duty of the Vice-President:
1. To assume the office of President in the event that the President is unable to fulfill the terms of his or her office.
 2. To succeed to the office of President at the conclusion of the annual business meeting where the President's term ends.
 3. To attend all important functions of this Chapter.
 4. To cooperate with the President and familiarize himself or herself with the duties of that office.
- C. **Secretary:** It shall be the duty of the Secretary:
1. To keep minutes of all meetings of the Chapter meetings.
 2. To be the custodian of all of the records and properties of this Student AGD Chapter.
 3. To conduct correspondence on behalf of this Chapter.
 4. To notify all members of the annual business meeting, at least thirty (30) days in advance.
- D. **Treasurer:** It shall be the duty of the Treasurer:
1. To keep adequate and proper accounts of the properties and funds of this Student AGD Chapter.
 2. To maintain an up-to-date roster of all members and keep an accounting of their dues, if any.
 3. To deposit all funds in the name of and to the credit of this Student AGD Chapter.
 5. To write and sign all checks, along with the President of the Chapter.
 6. To prepare a budget for review and approval by the officers and the Florida AGD Board of Directors.
 7. To cause to be bonded all persons authorized to handle this AGD's funds.