



Officer Position Descriptions

Chair:

The Chair Person shall preside all meetings of the RC-WR, prepare a written agenda for all meetings, prepare an annual report for presentation at the annual business meeting, submit annual budgets for consideration and approval at the annual business meeting, compile state representative annual reports for annual business meeting handouts, appoint a Newsletter Editor, Assistant Newsletter Editor, Development Officer, WMA Program Coordinator, Website Manager, AAM Liaison, Media Librarian, Disaster Preparedness Coordinator, New Membership Officer, Museum Studies Liaison, New Reads Editor, and appoint, in consultation with the other officers, State Representatives, and such other temporary positions and task force personnel as may be necessary to conduct the activities of the RC-WR. The Chair Person will also serve on the Executive Board of the RC-AAM. In order to perform required duties in conjunction with the RC-AAM, the Chair Person shall be prepared to travel to the AAM Annual Meeting. As budget permits and as necessary, the RC-WR will provide financial assistance for the elected Chair Person to travel to the WMA Annual meeting, the AAM Annual Meeting, and the RC-AAM executive board meeting. The Chairperson's memberships in RC-AAM and WMA will be paid from RC-WR funds. In the absence of the Chair Person at any of the required meetings, the Vice Chair Person will assume the Chair Person's responsibilities.

Vice Chair:

The duties of the Vice Chair Person shall be to preside at or attend in the absence of the Chair Person, any RC-WR, RC-AAM or WMA meetings, to fill the vacancy should the Chair Person be unable to serve a full term of office, and to assist the Chair Person in carrying out the objectives of the RC-WR. This position shall also act as the archivist for the RC-WR and oversee the following positions in consultation with the Chair: Disaster Preparedness Coordinator; Media Librarian; and the W.M.A. Program Coordinator.

Secretary:

The duties of the Secretary shall be to record the minutes of the annual business meeting and any special business meeting called by the Chair Person, and to provide a copy of these minutes to the Newsletter Editors for inclusion in the Winter Newsletter, to keep a file of active correspondence and records of the RC-WR, to maintain the membership database (File Maker Pro), to make the membership list available for mailings and to validate results in the election of officers.

Treasurer:

The duties of the Treasurer shall be to maintain the accounts of the RC-WR funds, to be responsible for all receipts and disbursements of RC-WR monies, to prepare a financial statement for presentation at the annual business meeting, to assist the Chair Person in preparation of an annual budget, to invoice members for annual dues, to notify members of dues in arrears, and to forward all membership updates, additions, and renewals to the Secretary. Necessary and ordinary expenses incurred by the RC-WR officers and members in the performance of their duties to the RC-WR shall be considered for reimbursement by the Treasurer from RC-WR funds provided for in the annual budget.