



In preparation for the election of officers for 2027, I wanted to provide you with a brief description of their duties. Hopefully, this will give you some idea what each officer's responsibilities are. The officers of the club shall consist of the President, Vice President, Secretary, Treasurer and the Nomination Chair. These officers make up the "Executive Board". The officers follow the club's by-laws and parliamentary procedure.

The President shall preside at all meetings, be familiar with the bylaws and parliamentary procedure and supervise the overall working of the club. He or she is also responsible to appoint all standing and special committee chairs. Remain neutral and impartial while presiding at the general membership meetings and not enter a debate or vote except for a ballot vote. Ensure that the club follows ABC laws and ASCAP requirements and complies with National Copyright Laws. Ensure that the club is operating under a viable agreement/contract. Finally, ensure that the Annual State Corporation reports are filed.

The Vice President shall preside at all meetings in the absence of the President or if the President vacates the chair. Be familiar with the bylaws and parliamentary procedure. Be authorized to co-sign checks with the Treasurer or the President for payments of indebtedness. Finally, assist the President as requested.

The Secretary shall record and maintain complete and accurate minutes of club meetings, handle all correspondence and assist the President and Vice President as requested.

The Treasurer shall collect all monies payable to the club, and pay all expenses incurred by the club. Deposit such monies in the bank account within 3 working days of receipt. Assist the President in preparing an operating budget and co-sign checks. Along with the President and Vice President, appoint an Audit Committee and file taxes.

The Nominating Chair shall be responsible to ensure that the election of officers is in accordance with the bylaws.

The state of the Virginia Beach Shag Club is good. Let's keep it that way and moving forward. Consider giving of your time and talent and run for office.

Jack Witzenfeld, President