

Duties Of Wrangler Officers

The President shall:

- Preside at monthly meetings and keep meeting on schedule.
- Contact scheduled speakers at least two weeks prior to a meeting concerning their scheduled presentation and member's moment.
- Request members to introduce their guests.
- Introduce scheduled speakers and members.
- Assist the speaker in recognizing members to speak during the wrangle.
- *(prior to April meeting)* Appoint a member to the nominating committee.
- *(at May meeting)* Announce candidates recommended by the nominating committee.
- *(at the June meeting)* Conduct an election of the officers.

The Vice President shall:

- Preside at the monthly meeting if the president is absent.
- Maintain the schedule of speakers for presentations and members' moments.
- Advise speakers of changes in the schedules.
- Arrange for members' name-tags to be available at all meetings.

The Secretary shall:

- Maintain official records of the club.
- Maintain an up-to-date roster of names/addresses/emails of all members.
- Prepare/circulate minutes of each monthly meeting— include absent members, guests, brief summary of member's moment, summary of evening's presentation *(and follow-up wrangle)*, and any other items such as Treasurer's report, club business matters/votes, dues announcements, etc.

The Treasurer shall:

- Coordinate accommodations, member counts, menus, AV, etc., with Aljoia.
- Assess and collect dues.
- Pay all club's bills.
- Maintain the bank account *(signatures, credit cards, etc.)*.
- Contact members prior to each meeting concerning attendance and guests— so that a headcount can be provided to Aljoia's food service, and provide wine and non-alcoholic beverages for the monthly meetings.

The Webmaster shall:

- Maintain and update the club's web site with material provided by club's Secretary and other officers and members... and such additional material as the webmaster deems appropriate.