

Twin **Connection**

OFFICER DESCRIPTIONS

PRESIDENT

1. Must have previously served as another officer or committee chair.
2. Runs the business portion of the monthly membership meetings.
3. Schedules, arranges for the location of, and runs meetings of the Board of Directors.
4. Supervises all Club business.
5. Writes President's Message for newsletter monthly.
6. Writes/revises Welcome Letter to New Members for Membership Packets.
7. Oversees the following committees:
 - a. Membership
 - b. Support Network: Buddy Program
 - c. Support Network: New Member Orientation Program
 - d. Support Network: Support
 - e. Sunshine/Outreach
 - f. Telephone/E-mail Tree
8. Acts as the NOMOTC national convention delegate, if authorized by the Board of Directors.
9. Performs all other duties delegated to the President by the Board of Directors.
10. Recruit officers and committee chairs for following year. Train successor.

1st VICE PRESIDENT

1. Must have previously served as another officer or committee chair.
2. In the absence of the President, performs all duties of the President.
3. Acts as the Program Chair.
 - a. Arranges speakers/activities for monthly membership meetings.
 - b. Provides description of speaker and topic to Newsletter Editor.
4. Oversees the following committees:
 - a. Education
 - b. Parties and Picnics
 - c. Moms' Retreat
 - d. Infant Playgroup
 - e. Toddler Playgroup
 - f. Park Days
 - g. Refreshments
5. Performs all other duties delegated to the 1st Vice President by the President or the Board.
6. Recruit officers and committee chairs for following year. Train successor.

2nd VICE PRESIDENT

1. Must have been a member for at least one (1) year.
2. Acts as Club's representative to National Organization of Mothers of Twins Clubs (NOMOTC).
 - a. Obtains member information from Membership Chair.
 - b. Compiles information required for submission to NOMOTC.
 - c. Submits information to NOMOTC by deadline(s).

- d. Provides NOMOTC with updates of member information (new members and address changes) throughout the year.
- e. Forwards information from NOMOTC to Newsletter Editor.
- f. Otherwise keeps membership advised of NOMOTC issues.
3. Acts as Club's representative to Colorado Parents of Multiples (CPOM).
 - a. Attends regular meetings.
 - b. Forwards information from CPOM to Newsletter Editor.
 - c. Otherwise keeps membership advised of CPOM issues.
4. Acts as Club's liaison for research study requests.
5. Oversees the following committees:
 - a. Librarian
 - b. State Convention
6. Performs all other duties delegated to the 2nd Vice President by the President or the Board.
7. Recruit officers and committee chairs for following year. Train successor.

SECRETARY

1. Must have been a member for at least one (1) year.
2. Takes minutes of Board meetings and membership meetings.
3. Oversees the taking of attendance at Board meetings and membership meetings.
4. Provides minutes of all meetings to Newsletter Editor.
5. Checks the Club's mailbox and distributes mail accordingly.
6. Ensures that all notices are given in accordance with the Bylaws or as required by law.
7. Keeps custody of the corporate records.
8. Keeps a register of the mailing address of each Board member.
9. Signs documents as directed/authorized by the Board of Directors.
10. Oversees the following committees:
 - a. Newsletter
 - b. Business Network
 - c. Publicity
 - d. Historian
11. Performs all other duties delegated to the Secretary by the President or the Board.
12. Recruit officers and committee chairs for following year. Train successor.

TREASURER

1. Must have been a member for at least one (1) year.
2. Acts as principal financial Officer and the principal accounting Officer of the Club.
3. Holds responsibility for all funds of the corporation.
4. Keeps correct and complete books and records of account on file.
5. Balances checkbook and other account statements, if any.
6. Deposits all funds in the Club's name in financial institutions selected by the Board of Directors.
7. Disburses club funds as authorized by the Board of Directors.
8. Prepares annual budget for review and approval by the Board of Directors.
9. Oversees the following committees:
 - a. Spring/Fall Sale
 - b. Fundraising
 - c. Advertising
 - d. Charity
10. Performs all other duties delegated to the Treasurer by the President or the Board.
11. Recruit officers and committee chairs for following year. Train successor.