

DUTIES AND RESPONSIBILITIES OF OFFICERS AND APPOINTED POSITIONS

1. THE PRESIDENT

- a) Preside at all meetings of the Assembly and the Board
- b) Plan the agenda of the meetings
- c) Communicate with all Diocesan Presidents at least once a year
- d) With the consent of the Executive Board, make appointments to fill a vacancy in an executive office
- e) Provide a written annual report to the Province Assembly meeting, and if unable to attend the Annual Provincial Assembly meeting, shall provide the Vice-President with the report to present
- f) Promptly answer correspondence received
- g) Visit Diocesan Assemblies to further the work of The Order
- h) Represent Province I Assembly as a member of the National Council
- i) The Province President may appoint a past Province President to serve as advisor to the Province Board with voice but no vote.
- j) Provide a record of expenses of the President's office for the Treasurer
- k) May appoint additional members to the Board with consent of the Executive Board.

2. THE VICE PRESIDENT

- a) Perform the duties of the President in the absence of the president
- b) Succeed to the office of President in case of President's inability to serve or remain in that office for the remainder of that term
- c) Present a report at the Province Meeting
- d) Aid the President when necessary
- e) Provide a record of expenses of the Vice-President's office for the Treasurer

3. THE SECRETARY

- a) Keep the minutes of all proceedings of the Provincial Assembly, the Executive Board, and Board, and file the approved minutes
- b) Distribute the minutes of an Assembly, Executive Board, or Board Meetings as directed by the Executive Board
- c) Notify the Board of all Assembly, Board, or Executive Board Meetings as directed by the President.
- d) Maintain an up-to-date contact list of the members of the Province Board
- e) Provide a record of expenses of the Secretary's office for the Treasurer
- f) Notify the Board of all Assembly, Board, or Executive Board Meetings as directed by the President.

4. THE TREASURER

- a) Maintain all financial transactions of the Provincial Assembly, such as: receiving member dues from National Office; promptly pay all authorized bills; advance necessary funds for a future meeting as authorized by the Board or Executive Board; and direct offerings received during Provincial Assembly meeting as authorized by the Assembly.
- b) Present a written financial report annually to the Provincial Assembly and an up-to- date financial report to Provincial Board meetings.

- c) Provide a record of expenses of the Treasurer's office for the President.
- d) Prepare and submit records for audit annually.
- e) Collect all monies for the Province and make all disbursements.
- f) The fiscal year shall begin September 1st and end August 31st.
- g) Bookkeeping: Each month the Treasurer will balance the checkbook, spreadsheet, and treasurer's report to the bank statement. All reports must be in balance. Three printed copy will be made of the spreadsheet and the treasurer's report. Two printed copies of the bank statement will be made.
- h) The Treasurer will keep the original bank statement, a copy of the spreadsheet and a copy of the treasurer's report in a notebook. This notebook will be kept for the duration of the Triennium.
- i) A copy of the bank statement, spreadsheet and treasurer's report will be mailed to the reconciler.
- j) A copy of the bank statement, spreadsheet and treasurer's report will be mailed to the Province President or Finance Chair, as directed.
- k) Reimbursements: All request for reimbursement must be made within three (3) months of the event. The request should be made on an Expense Voucher form with an attached receipt. Exception to this policy should be approved by the Provincial President. When the reimbursement check is written, the treasure will fill out the remaining portion of the Expense Voucher and mail the check to the recipient. The completed Voucher and receipt will be kept in a second notebook. This notebook will also be kept for the duration of the Triennium.
- l) The Checkbook: It is the responsibility of the Treasurer to have the checkbook with her at all events so that she may make payments as needed.
- m) Receipts and Correspondence: Copes of all receipts and correspondence received for donations and payment made need to be kept in a third notebook and kept for the duration of the Triennium.
- n) Responsibilities of the Treasurer: It is the responsibility of the Treasurer to make all payments and to pay all bills, each month, as they are due.
- o) It is NOT the responsibility of the Treasurer to make decisions on how the funds are spent or to disperse unauthorized monies.
- p) Reports: All Treasurer's reports given at the three levels of meetings should be in printed form with enough copies for everyone. The Treasurer should be prepared to answer questions about the report. All reports should be reconciled before given to the Executive Committee.
- q) Budget: It is the responsibility of the Treasurer to prepare a draft of the Proposed Budget and present it to the Executive Committee at the end of each fiscal year for review, change, and acceptance.
- r) It is also the responsibility of the Treasurer to report any overages of a line item on the budget to the Province President.
- s) Banking: It is the responsibility of the Treasurer to make all deposits and transfers between checking and savings and to keep all the bank receipts in the notebook with the bank statements.
- t) When making out deposit slip it is important to indicate who the check is from on the itemized line. A carbon copy should be made of the deposit slip and a notations made to designate what event/purpose the deposit is meant for.
- u) The Treasurer **may not** make any unauthorized transfers between accounts.

5. THE BOARD ADVISOR

- a) The Board Advisor shall be appointed by the president and should be a past provincial president or former national council member. She shall advise the president and board on matters pertaining to

The Order in the Province. The board Advisor shall have seat and voice, but no vote.

- b) The advisor will pray for the president, the executive committee, and the assembly board daily. She will listen with mind and heart to all discussions before participating in them.
- c) The advisor will be available to the president, the executive committee and assembly board members for discussion of ideas, challenges, and spiritual reflections. She will provide historical perspectives as appropriate.

6. **THE CHAPLAIN**

- a) The chaplain shall oversee the spiritual matters of the assembly, shall have seat and voice, without vote, at all meetings of the assembly board and the assembly; shall be available to the president for counsel and advice pertaining to matters of The Order in the Province, shall coordinate all worship services at the assembly. In the absence of the chaplain, the president may designate another member of the clergy to serve as needed.
- b) The chaplain shall convey their wishes/needs for all worship services at the assembly/retreats to the prayer chair who will then get all of the supplies and lay people necessary for the service. The chaplain will assign any clergy present for the services.

7. **THE JUNIOR DAUGHTERS CHAIR**

- a) Communications-Directress Group is on doknational.org - main page with pertinent content and latest news; how to on posting questions/discussions and sending Emails to group members
- b) Conference Calls-Monthly calls at all levels-we need to communicate between all levels of Junior Directresses the same way that Daughters' Presidents communicate via telephone conference calls, Emails, etc.
- c) Publications-Junior Messenger in the *Royal Cross* - every issue/quarterly More articles submitted by Juniors
- d) Social Media - events, news, membership, forms, electronic media, contact info:FaceBook, Twitter, Pinterest, Snapchat, YouTube
- e) Develop Leadership - raise up young leaders and develop Juniors of all ages; Directress responsibilities vs. Junior officer responsibilities
- f) Engagement and Connecting young girls in isolated areas; building relationships even though separated.
- g) Junior Retreats/Mission