

POLICIES OF PENNSYLVANIA/SOUTH JERSEY
BAPTIST NURSING FELLOWSHIP

DUTIES OF OFFICERS

- A. The President shall:
 - 1. Preside at all meetings of the organization
 - 2. Exercise supervision of the organization.
 - 3. Serve as official representative for the organization
 - 4. Sign documents and letters necessary to carry out the will of the organization.
 - 5. Serve as chairperson of the Executive Team
- B. The Vice President shall:
 - 1. Assume the duties of the president in case of absence or incapacity of the president.
 - 2. Edit the newsletter.
 - 3. Assist the president and Executive Team as needed.
 - 4. Serve on the Executive Team,
- C. The Secretary/Treasurer shall:
 - 1. Take minutes of all meetings and be responsible for recordings, corrections and files.
 - 2. Keep the Guidelines current.
 - 3. Execute and maintain records of correspondence and membership matters.
 - 4. Serve on the Executive Team.
 - 5. In the absence of President and Vice President, the Secretary/Treasurer shall preside at the meeting.
 - 6. The Secretary/Treasurer shall serve as chairperson of the Membership/Promotion Committee.
 - 7. Be responsible for all funds of the organization
 - 8. Contact State WMU office for disbursement of funds.
 - 9. Prepare financial reports for Executive Team and yearly reports for the organization.
- D. The Immediate past President shall:
 - 1. Serve on the Executive Team.
 - 2. Assist in locating volunteers.
 - 3. Be a member of the Membership/Promotion Team.
- E. The Committee Team Chairperson shall:
 - 1. Serve on the Executive Team.
 - 2. Direct designated committee activities.
- F. The State WMU Director shall:
 - 1. Provide prayer support, office, program and financial assistance as needed.
 - 2. Serve as an ex-officio member of the Executive Team.

COMMITTEES (TEAMS?)

A. *Nominating Team

1. The team shall be appointed by the president after consultation with State WMU Director.
2. The team shall be responsible for preparing a slate of candidates for election to office to be presented at the annual meeting.
3. The chairperson only shall serve on the Executive Team.

****I have in my notes something about adding “all WMU nominations or all nominees shall be”...but I’m not sure what it means. Anyone have any clearer notes on the subject?***

B. Membership/Promotion Team

4. The chairperson shall serve as the Secretary/Treasurer of the organization.
5. The chairperson shall select three or more members to serve on the team.
6. The immediate Past President shall serve as a member on the team.
7. The team shall be responsible for promotion expansion for membership.