

Duties of Fellowship Officers:

The President shall preside over all regular and special meetings of the Fellowship; serve as Chairman of the Executive Committee; represent the Fellowship on all public occasions for which no special delegation is provided; appoint, with the approval of the Executive Committee, all Standing Committees and such special committees as are deemed necessary to carrying out the business of the Fellowship; and install new officers at the end of his term. The President shall account for Fellowship's successes and challenges at quarterly and annual business meetings orally and in writing, and provides guidelines and mentoring to incoming replacement.

The Vice President shall assume the duties of the President in the absence of the latter officer. The Vice President shall also serve on the standing committees of Services and Religious Education. S/he will report on Services and Religious Education successes and challenges at quarterly and annual business meetings orally and in writing. S/he will also provide guidance and mentoring to incoming replacement.

The Secretary shall keep the minutes of all regular and special meetings, handle all official correspondence of the Fellowship, and serve as Secretary to the Executive Committee. The Secretary shall provide minutes of all meetings to the Fellowship and to Archives and History, and provide guidance and mentoring to incoming replacement.

The Treasurer shall receive all monies collected by the Fellowship, make disbursements authorized by the Executive Committee, keep a record of all monetary receipts and disbursements, present a financial statement at quarterly business meetings, provide for budget projections as needed by the Executive Committee or the Fellowship, monitor and explain Fellowship investments, present a financial statement to the Fellowship and to Archives and History at the end of the fiscal year, and provide guidance and mentoring to incoming replacement.