**Responsibilities and Duties of Officers of the**

**Suffolk Chapter of the American Guild of Organists**

**Responsibilities of the Dean**:

The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:

1. Preside at all meetings of the Chapter and Executive Committee (Board) when present.
2. Nominate the directors of all standing committees for appointment by the Executive Committee.
3. Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal or dis- qualification of any officer or duly elected member of the Executive Committee.
4. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.
5. Serve as ex officio member of all committees, excluding the Nominating Committee.
6. Submit reports at the general meetings of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter.
7. Carry into effect all directions and resolutions of the Chapter and Executive Committee and make such other reports to the Chapter and Executive Committee that the Dean shall deem necessary, or that policies of the Chapter or Executive Committee may require.
8. Sign and countersign all contracts and other instruments for and on behalf of the Chapter pertaining to usual, regular and ordinary affairs of the Chapter, as may be authorized by the Executive Committee.
9. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councillor and Executive Director of the Guild.
10. Remain in office for a term of two years, with the possibility of nomination for re-election.

k. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Committee.

**Duties of the Sub-Dean**:

The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter. The Sub-Dean will serve as Director of the Program Committee and as such be responsible for planning the annual program of activities for the Chapter.

The Sub-Dean shall remain in office for a term of two years, with the possibility of nomination for re-election. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term. While it is not required that the Sub-dean go on to run for the office of Dean, serving in the position provides experience and good preparation to do so, and that practice has been common in the Suffolk Chapter.

**Duties of the Secretary**:

The Secretary shall keep records belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee and of general meetings of the Chapter. Such minutes of the Executive Committee shall include the names of those members who are present and absent as well as copies of the reports from all committees. The Secretary shall issue notices for all meetings of the Executive Committee. The Secretary shall assist in the balloting and tallying process for chapter elections. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

**Duties of the Treasurer**:

The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

1. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. These shall include
(1) Assets, liabilities and fund balances.
(2) Revenue and operating expenses.
(3) All other financial records and documents deemed necessary by the Executive Committee.
2. Cause all monies and credits to be deposited in the name of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.
3. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.
4. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
5. Sign and/or countersign such instruments requiring his/her signature.
6. Make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on managements of the Chapter’s assets.
7. File IRS 990-N postcard following the close of the fiscal year on June 30. The 990-N form is due by November 15. This is required to retain tax exempt status. If chapter income reaches $50,000 or more, the chapter will need to file a regular IRS 990 form as the postcard will not meet the requirement.
8. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee

**Member-at-Large**:

Holds a 4-year appointment and serves on the Executive Committee. The Member-at Large is expected to attend all Executive Committee meetings, and as many chapter meetings as possible, providing continuity as other elected leadership rotates off the committee. Specific duties in support of others on the committee and the chapter, vary depending on the needs of the chapter and the gifts and abilities of the member.