

OFFICERS

B.11.01a The duties of the officers of this congregation are specified as follows:

(1) The **duties of the president:**

- (a) The president shall be considered the spiritual leader of the congregation.
- (b) The president shall enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the Continuing Resolutions.
- (c) The president shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's kingdom in our midst.
- (d) The president shall be an ex-officio member of all committees and auxiliaries, except the Audit Committee.
- (e) The president shall convene and preside at meetings when the vice-president is absent and may preside at any meeting at the request of the vice-president.

(2) The **duties of the vice-president:**

- (a) The vice-president shall be considered the lay leader of the congregation.
- (b) The vice-president shall convene and preside at voting meetings of the congregation and shall appoint a parliamentarian for said meetings.
- (c) The vice-president shall convene and preside at meetings of the Congregation Council and shall appoint a parliamentarian for said meetings.
- (d) The vice-president shall ensure that the secretary or a qualified substitute is present at all voters' meetings of the congregation and at all meetings of the Congregation Council and Executive Committee.
- (e) The vice-president shall have responsibility for ensuring that invited guests of the congregation are given all possible courtesies.

(3) The **duties of the secretary:**

(a) Meetings:

The secretary, or a qualified substitute, shall be present at all voters' meetings of the voters membership and at all meetings of the Congregation Council and Executive Committee. The secretary shall call meetings to order in the absence of both the president and vice-president. The secretary shall maintain an attendance roll at all meetings of the congregation, the Congregation Council and Executive Committee.

(b) Records:

The secretary shall retain a written record of balloting results from congregational elections of officers, Congregation Council, and Nominating Committee members. The secretary shall assure that accurate minutes are kept of all said meetings. He/she shall provide copies of these minutes to the members of these same groups prior to or at least at their next regularly scheduled meeting.

(c) Support:

The secretary shall provide a copy of this congregation's Constitution, Bylaws, and Continuing Resolutions to each new Incoming officer and Congregation Council member.

(d) Correspondence:

The secretary shall have responsibility for the preparation of all official external correspondence of the congregation that requires the signature of the president, as well as all reports and documents required by the ELCA and the Southeastern Synod. By mutual agreement, this task may be shared with the other officers of the congregation.

(4) The **duties of the treasurer:**

- (a) The treasurer shall be the fiscal officer of the congregation.
- (b) The treasurer shall be responsible for accurate recording of congregational general fund receipts and disbursements in accordance with proper accounting procedures.
- (c) The treasurer shall maintain permanent and appropriate records covering the receipt and disbursement of any special and/or savings funds, as authorized by the Congregation Council, in accordance with proper accounting procedures.
- (d) The treasurer shall present to the Congregation Council, using a Council-approved format, monthly written report(s) of all congregational receipts and disbursements.
- (e) The treasurer shall submit an annual written financial report to the Congregation Council and the congregation at the close of the church fiscal year.
- (f) The treasurer shall submit as called for all permanent records to the Audit Committee for audit.
- (g) The treasurer shall attend scheduled meetings of the Congregation Council and the Executive Committee.
- (h) The treasurer shall become properly and currently bonded, with any expense of bonding and premiums for this congregation's activities being paid by the congregation. Fidelity coverage provided by the ELCA shall be deemed a fulfillment of this requirement.
- (l) The treasurer shall follow any specific procedural requirements stated in R11.01a(4) of the Continuing Resolutions.