

PHDC Executive Committee job descriptions – paraphrased from Bylaws

**President.** Chief executive officer. Presides at regular and special meetings of the general membership. Chairs the Executive Committee and is an adjunct member of all other committees. Spokesperson for the Club.

**First Vice-President.** Assistant to the President and as Parliamentarian. Chair of Membership, encompassing outreach, retention and communication. Serves as President if the President is incapacitated.

**Second Vice-President.** Chair of Political Action. Keeps the Club apprised of opportunities for activism, organizes members' political action.

**Secretary.** Keeps the minutes of regular, Executive Committee, and special meetings, and submits them for posting on the web site.

**Treasurer.** Chief financial officer. of the Club. Collects all membership dues and other money. Maintains any monetary accounts authorized by the general membership or the Executive Committee. Makes quarterly and annual reports to the general membership on the fiscal condition of the Club.

**Webmaster.** Responsible for the maintenance and smooth functioning of the Club's web site.

**Officers At-Large.** (There are three) Attend monthly Executive Committee meetings and participate in planning Club meetings and other activities, as specified in Article X.\*

\* **Executive Committee.** The Executive Committee shall consist of the elected officers, the immediate past president... It shall be the duty of the Executive Committee to plan the agenda of the regular membership meetings, to act on behalf of the Club on routine matters and in emergency situations, and oversee the standing and ad hoc committees.

The Executive Committee shall not have the power to amend these by-laws nor to endorse propositions and candidates, such power being reserved expressly for the general membership.

The Executive Committee shall meet monthly, two weeks prior to the general membership meeting. Three officers shall constitute a quorum of the Committee.