

OFFICER DUTIES

A. DUTIES OF THE SECTION CHAIRMAN:

1. Assumes ultimate responsibility for all aspects of Section operation.
2. Guides the Section in establishing and accomplishing short term and long term goals.
3. Maintains close contact with the appropriate TAPPI Staff.
4. Insures compliance by the Section with Antitrust requirements.
5. Prepares Agendas for Executive Committee & Long-Range Planning Meetings.
6. Organizes and conducts effective, beneficial meetings.
7. Insures effective operation of the Section by fostering good communication with Meeting Chairmen, Officers, Executive Committee members and the membership.
8. Conducts the Executive Committee Meetings, Long Range Planning Meeting and Business Meetings.
9. Insures Section members are recognized for their contributions.
10. Appoints Committee Chairman/Committees as needed.
11. Works with the Nominating Committee to insure smooth succession of Officers and Executive Committee Members.
12. Prepares Section Annual Report for TAPPI.

B. DUTIES OF THE SECTION VICE CHAIRMAN:

1. Takes the place of the Section Chairman in his absence.
2. Organizes the Head Table at all Business Meetings.
3. Maintains the Section Banner and insures that it is displayed at meetings.
4. Surveys each GC TAPPI Technical meeting to determine participant satisfaction regarding the meeting content and organization, and other matters to solicit feedback for improving GC TAPPI programs and future meetings
5. Works closely with the Section Chairman to prepare to assume the Section Chairman position.
6. Plans the annual meeting.

C. DUTIES OF THE SECTION TREASURER:

1. Reviews and understands the Local Section Treasurer's Manual.
2. Establishes a Bank Account for Gulf Coast TAPPI.
3. Monitors revenues at Meeting Registration.
4. Maintains a current, accurate record of income and expenses.
5. Maintains the Section Checkbook
6. Generates a Meeting Financial Summary and Section Financial Summary for each meeting and provides copies to the Officers and Executive Committee members. Sample formats for these reports may be found at APPENDIX D Sample Section Financial Report, year in progress and APPENDIX E Sample Meeting Financial Report.

7. Verifies all invoices.
8. Pays section debts upon receipt of a valid, verified, itemized invoice.
9. Insures all payments are invoiced/receipted.
10. Balances Meeting Income (receipts) with the Projected Income calculated from the Registration Cards.
11. Forwards Meeting Registration Cards to the Corresponding Secretary once required information has been extracted.
12. Prepares the Section Annual Financial Statement. The forms for this report are sent to the Treasurer in the spring by TAPPI.
13. Works with the Local Arrangements Chairman (the individual selected by the Meeting Chairman to coordinate the hotel and meeting arrangements) and Meeting Chairman to insure financial aspects of the meeting (costs, payment schedules, form of payment) are met.
14. Works with the Section Vice Chairman to prepare for succession to Section Vice Chairman and to benefit from the advice and guidance of the Vice Chairman (last year's Treasurer).
15. Verifies that expenditures have been authorized by the Executive Committee (checks the Minutes).
16. Minimizes carrying cash. There will be significant (\$1000 +) amounts of cash generated during meeting registration. Deposits cash with the Hotel. Insures deposits are receipted and then applied to the master bill for that meeting.

D. DUTIES OF THE SECTION SECRETARY:

1. Attends all Executive Committee and Planning Meetings. Insures accurate Minutes are taken.
2. Insures that all votes and motions concerning expenditures of funds are recorded.
3. Compiles supporting documentation for Meeting Minutes such as copies of the Agenda and Financial Statements.
4. Prepares the finished Meeting Minutes, sends them to TAPPI for Antitrust review, then distributes the Minutes to the Executive Committee, Officers and any visitors who attended the Executive Committee meeting.
5. Maintains a historical file of past meeting records.
6. Coordinates with the Corresponding Secretary to ensure that the Membership List is correct and current.