

# **METED RETIREES ASSOCIATION – PROJECT/PROGRAM PROCEDURES**

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### **Officers**

President

Secretary

Treasurer

### **Standing Committees – All Standing Committees have a Chairperson**

- A. Program
- B. Membership Communications
- C. Audit
- D. Nominating
- E. Web Site Maintenance
- F. Trips/Travel
- G. Picnics
  - a. June - Picnic
  - b. September - Chicken Bake
- H. Luncheons
  - a. Anniversary
  - b. Christmas

### **Board of Directors Responsibilities**

- A. Meeting Schedule Preparation
- B. Annual Budget Preparation and Approval
- C. Membership Meeting Venue Setup
- D. Participate in selecting Membership Meeting Programs

## Officers

The Association By-Laws Article V (Powers and Duties of Officers) contains the duties and powers of the Association's President, Vice-President, Secretary and Treasurer. Other responsibilities assumed and executed are detailed below.

### President

### Secretary

### Treasurer

### Standing Committee Responsibilities