

Dover Orchestra Booster Officer Expectations:

- 1. Elections are to be held during the January Meeting**
- 2. A nominating committee will be formed consisting of 5 members (2 officers and 3 general members)**
- 3. Any parents or guardian can be nominated but they must be willing**
- 4. Election shall be by secret written ballot except for when candidates run unopposed**

Article VIII: Duties of the Officers

Section 1: **President:** It shall be the duty of the President to preside at all regular, annual, and special meetings of the organization, appoint all standing and special committee chairpersons, act as a member ex-officio* of all committees and exercise a general supervision over all the affairs of the organization.

Section 2: **Vice-President:** The Vice-President shall be the assistant to the President and in his or her absence preside as the President and assume all duties thereof. The Vice-President shall be a member ex-officio* of all standing and special committees. In the event of a Vice-President is appointed to fulfill an unexpired term of the President, elections shall be held for both President and Vice-President at the **Annual Meeting**. The appointed Vice-President is eligible for election to the presidency.

Section 3: **Secretary:** The Secretary shall keep a correct record of all the meetings of the organization, execute the correspondence, keep a record of the membership and shall provide each member with notice of **regular, special, and annual** meetings by stipulating time, date and location. In case of **special meetings**, every member will be notified with the best possible device.

Section 4: **Treasurer:** The Treasurer shall receive all moneys of the organization and deposit same in the organization's checking, savings, or escrow account as directed by the organization, President, or Treasurer; to pay all authorized bills and expenditures approved by motion of the organization. The Treasurer shall be bonded, the premium of which shall be paid by the organization.

Section 5: **Audit of Books:** The books of the organization shall be audited once a year by a committee appointed by the President in order to prepare a final report to be read at the **Annual Meeting** in January.