

## **SBPWN Duties of Officers:**

**President:** shall act as liaison to other networking organizations on behalf of the SBPWN preside at meetings, appoint committee leaders, call executive board meetings and appoint nominating committee consisting of 5 members.

**VP of Membership:** shall recruit process and present to the membership, new members from the business and professional community and shall also perform any other functions the President and Board may deem necessary.

**Chairwoman of Programming:** shall coordinate and develop appropriate program topics, speakers and other official or social functions.

**Chairwoman of Public Relations:** shall disseminate all information to the media with the approval of and at the direction of the board.

**Treasurer:** shall be responsible for all financial records, payments and receipts. She shall be responsible for the preparation of an annual budget which will be voted upon by the general membership.

**Secretary:** shall take the minutes of all the meetings shall keep an up to date list of the membership and their addresses and will be responsible to keep on file all correspondence generated by the organization.