



Junior Board of Directors

Each officer shall serve a one year term, No member shall hold the same office for more than two consecutive terms, or two years. All officers shall keep a permanent record of their work and, upon retiring from office, shall deliver to the incoming President, YWCA staff liaison, or their successor, all property belonging to the Junior Board of Directors.

Board President:

The President shall preside at all meetings of the Junior Board and the Executive Committee. The President shall call special meetings, shall fill vacancies in office, and shall serve as a member of the YWCA Board of Directors and attend the monthly meetings to report on the Junior Board to the Senior Board.

The President will lead the members to follow the bylaws and objectives of the Junior Board.

The President is responsible for monthly meeting reminders, monthly agendas, and assuring the minutes are completed each month for the Junior Board to review.

The President will lead the members to keep responsibilities of YWCA duties up to date in accordance with the monthly minutes.

Vice President:

The Vice President shall perform the duties of the President in her absence and, in the event of the President's inability to serve, shall become President for the unexpired term.

The Vice President shall also be the President-elect and shall become President after serving a one year term as Vice President.

The Vice President will assist the President in making executive decisions with the YWCA staff liaison.

The Vice President may attend the YWCA Board of Directors monthly meeting in place of the President if she cannot attend.

Secretary:

The Secretary, or her designee, shall keep all minutes and records of the Junior Board and Executive Committee meetings.

The Secretary is responsible for providing copies of all minutes to the President, YWCA staff liaison, Executive Director, and Junior Board members one week prior to the next meeting date.

The Secretary shall preserve a permanent file of all minutes and records of the Junior Board and its officers, to be transferred to her successor on completion of the term of office. The Secretary shall conduct all correspondence of the Junior Board and preserve a permanent file of all correspondence of value.

Treasurer:

The Treasurer shall account for all money raised through Junior Board special events/fundraisers and report on their designated expenditures towards the events.

The Treasurer shall obtain monthly reports from the YWCA Bookkeeper and report on YWCA Youth development programs use of the funding.

The Treasurer shall keep a log on YWCA yearly membership dues as paid by Junior Board members. Dues are to be paid by the first quarter of each year (March).