

# **BUCKEYE WOMEN BOWLING WRITERS**

## **Duties and Responsibilities of BWBW Officers and Directors**

### **PRESIDENT**

Shall perform the following duties:

1. Shall preside at all meetings.
2. Administer and execute business of the organization.
3. Shall appoint all committees and delegate work projects.
4. Request monthly reports, including bank and savings statements from Secretary/Treasurer. Verify bank balances. Co-sign vouchers for all expenditures. Co-sign all checks.
5. Prepare a written report for each meeting.
6. Prepare an agenda for each meeting.
7. Schedule meeting places and send notices of all board meetings to board of directors.
8. Write an article for each issue of the *Write Angle*.
9. Secure judges for Writing and Photography Contests.
10. Send billing to Contest Sponsors for awards purchased.
11. Purchase awards for Rilla Yeater Publication contest and Leigh Betts Photography contest.
12. Notify Ohio WBA Mary Jannetto Award Chairman of winner's name in order that they may purchase the award. Send profile to Ohio WBA President for her use in presenting the award.