



## Mission Statement & Officers Responsibilities

### Mission Statement

Provide a platform for professionals to gather on a regular basis to build relationships that result in your businesses growth.

### Officer Responsibilities

#### President

- ❖ Secure meeting location
- ❖ Point of contact for members to inform the invitation of guests
- ❖ Facilitate Meetings
- ❖ Seek volunteers to coordinate individual events
- ❖ Oversee all aspects of the group

#### Vice President of Membership

- ❖ Meet with potential new members
- ❖ Work with Vice President of Treasury to collect membership fee
- ❖ Confirm presentation schedule with scheduled speaker

#### VP of Communications

- ❖ Point of contact for absences
- ❖ Send electronic updates of upcoming meetings
- ❖ Collect, tabulate and communicate referrals
- ❖ Record officer meeting minutes

#### VP of Treasury

- ❖ Collect yearly membership fees
- ❖ Provide Membership Documents to New Member (also available online)
- ❖ Record membership fees and notify members of renewal
- ❖ Authorize all expenditures with board approval
- ❖ Establish and maintain group bank account