

## **JOBS IN BRIEF: WHAT DO THEY DO?**

### **DKG State President**

- ✓ Directs and represents DKG in Great Britain and at International Executive board.
- ✓ Presides at meetings, Chairs Executive Board.
- ✓ Appoints Parliamentarian and committees, fills vacancies.
- ✓ Encourages and develops leadership potential.
- ✓ Approves expenses and publications such as GB News.
- ✓ Deals with applications for International Speakers fund and requests for ISF speakers.
- ✓ Makes decisions regarding State Conference.
- ✓ Completes annual President's Report and State Necrology Report for HQ.
- ✓ Completes regular reports for website, GB News and EuForia as requested.
- ✓ Responds to e-mails from HQ.

### **DKG State Vice President**

A Vice President acts in place of the president when the need arises and performs duties assigned by the State President and/or the Executive Board. She is a member of the Executive Board.

Duties may include:

- ✓ Being asked to represent the State President at the International Executive Board.
- ✓ Chairing a state Executive Board meeting.
- ✓ Dealing with state applications for the International Speakers Fund.
- ✓ Filling a vital position on a committee (such as the Award Committee) if illness reduces the membership.

### **DKG State Treasurer**

- ✓ Receives and pays out all monies belonging to DKG in Great Britain.
- ✓ Maintains bank accounts for the different funds.
- ✓ Keeps accurate accounts of receipts and expenditure.
- ✓ Keeps a file of receipts, bills, bank statements.
- ✓ Presents a report at Executive Board meetings and State AGM.
- ✓ Member of the Executive Board.
- ✓ Submits accounts for annual review.
- ✓ Part of State Finance Committee. Plans budget. Checks State Finance Policy.

### **DKG State Executive Secretary**

- ✓ Completes minutes of Executive and state meetings and distributes them.
- ✓ Member of the Executive Board.
- ✓ Sees to DKG correspondence as required by the State President.
- ✓ Keeps written records as required.