

Duties of Sec. Treas.

1. Takes a record of members & officers.
2. Notifies District Sec. & Dept of charge of officers.
3. Keeps record attendance at each meeting.
4. Takes minutes at each meeting.
5. Places all correspondence & literature received from Dist. Sec. or Dept. before the meeting.
6. Conducts correspondence & sends in ^{reports}.
7. Sits at right of Pres. & is ready to help along.
8. In absence of Pres. & Vices either takes chair or conduct election of temporary chairmen.
9. Distributes copies of Home and Country.
10. Renders written Annual Report at Annual Meeting.
11. Pays all bills.
12. Keeps & exact record of receipts & expenditures & sends in an audited statement to Dist. Sec. at least 10 days before District Annual Meeting.
13. Forwards federation fee other fees.
14. Shall be ready at all times to give a financial statement.
15. Assists with work of Publicity.

District Director.

Is voice of branch to the District.
Is key woman between branch & district.
Is delegate to District Annual Meeting.
Attends meetings of District Directors
and assists with work of Dist. Program.