**Geriatric Social Workers of S.E. MI**

**GSWSM Larger Organization**

**2019 Elections**

**Chairperson:**(Elected) Shall be responsible for the leadership of GSWSM, its subsidiaries, chapters, divisions, etc., and act with the advice and consent of the Board.  Shall exercise all powers as provided by the By-laws.  Shall preside or appoint persons to preside over all Board meetings and General Chapter Membership meetings. Shall deliver or appoint persons to deliver introductions and/or announcements at General Chapter Membership meetings and pen letters as needed to accompany mailings to the General Membership.  The Chairperson must be a licensed Social Worker in good standing.

**NOMINATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer:**(Elected) Shall attend all meetings of the Board and General Membership Meetings.  Shall prepare and present the yearly budget at the Board Meetings.  Shall be responsible to record financial matter of GSWSM. Shall collect all dues from Chapter Treasurer Liaisons. Shall maintain all master “paid” membership lists.  Regularly maintain the mailbox.  Collect all dues, deposit dues, write checks, pay expenses, develop and distribute quarterly statements to Board and submit up to date membership status to Membership Chairperson prior to General Membership Meetings.  Any payment in excess of $1,500 shall be co-signed by Board Chairperson and a Chapter Liaison.  The treasurer shall develop comprehensive accounting procedures for respective Chapter Liaisons.

**NOMINATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_