

CJC-NGNA Officer Position Interest

As discussed at the last meeting, we are asking CJC members to indicate their interest in running for office. All members must indicate whether or not they want to hold an officer position.

Please complete this form and return it to:

Monica Diehl
Masonic Home of NJ
902 Jacksonville Road
Burlington, NJ 08016

You can also email Monica at mmd@njmasonic.org or call at (609) 239-3941 to give this information.

Your Name: _____

- I am interested in running for a CJC Officer position.
- I am not interested in running for a CJC Officer position.

If interested, please complete the information below the line.

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Indicate which office you are interested in holding: (the duties of these positions are listed on back of this form)

- President
- Secretary

Please indicate your current e-mail address:

Please indicate a telephone number where you can be reached during the day:

Thank you for completing this form.

Officers and Duties

1. The officers of CJC-NGNA are President, Vice President, Secretary, and Treasurer.
2. The officers comprise the Executive Board.
3. The Executive Board and Committee Chairs will meet at least twice annually.
4. A simple majority vote of the Executive board members present will be sufficient to authorize action.
5. Officer memberships to NGNA are paid by CJC while holding office.

President

1. Acts as chief Executive Officer of CJC-NGNA.
2. Shall preside at all meetings of CJC-NGNA.
3. Develops agendas for the Executive Board Meetings and Chapter Meetings with input from the Executive Board and Committee Chairs.
4. Delegates responsibilities (not otherwise handled by the bylaws and policies) to chapter officers or committees.
5. Assists with planning Chapter Meetings and Seminars.
6. Introduces speakers and sponsors at Chapter Meetings and seminars.
7. Assists with set-up and break down of Chapter Meetings.
8. Communicates the business, projects and activities of the Executive Board to the membership.
9. Arranges an orientation meeting following the December meeting for newly installed officers and committee chairs.
10. Oversees the preparation of the Chapter Annual Report to NGNA.

Secretary

1. Records the minutes of the Chapter Meetings and Executive Board Meetings
2. Forwards minutes to Program Chair for mailing with meeting flyer or posting to website.
3. Is custodian of all books, correspondence, and papers relating to CJC-NGNA business, except those of the Treasurer.
4. Performs such duties as may be delegated by the President or Executive Board.
5. Assists with registration at Chapter Meetings and CJC-NGNA seminars.
6. Assists with set-up and breakdown of CJC-NGNA Chapter Meetings.