

Capitol Crimes By-Laws Board Position Responsibilities

***** Vacant**

President

The President shall preside at (or delegate a representative to) all membership meetings and call and preside at all meetings of the Board. The President sets goals and responsibilities, serves as ad hoc member of any standing committees, polls members on major decisions, keeps members informed, serves as group spokesperson, acts as liaison with other Sisters in Crime, Inc. chapters or related organizations, plans special events, and performs such other duties as the Board may from time to time determine.

*****Vice President (2)**

A Vice-President shall substitute for all or part of the above if the President is unable to fulfill her obligations, attend Board meetings, and may act as chairperson for a special event. One Vice-President shall serve as Program Chair; the other shall serve as Membership Chair. Their duties are delineated in Article VI, Section 1. 1) and 2) respectively.** (See Below)

Treasurer

The Treasurer shall be responsible for all financial matters of Capitol Crimes, including the collection of dues and other income and payment of expenses, maintain bank account(s), keep accurate financial accounts, and prepare and submit a financial statement whenever the Board or general membership requests it. The Treasurer, or any person or persons designated by the Board, may make disbursements from the treasury as authorized by a majority vote of the Board and general membership.

Secretary

The Secretary shall take minutes at all general membership and Board meetings, handle correspondence in coordination with the President, keep a file of publications and publicity, and perform such other duties as may be directed by the Board.

Members-at-Large (5)

Members-at-Large shall serve as-needed on special projects as defined and designated by the Board.

**** ARTICLE VI**

Committees:

Section 1. Standing Committees shall be established by the Executive Committee, as needed. Chairs of the Standing Committees shall be appointed by the Executive Committee from the membership. Chairs shall serve at the pleasure of the Executive Committee. They must be Professional or Active members of the organization.

Standing committees and their chairs may include:

- 1) A *****Membership Committee (VP)** to keep a computerized spreadsheet or list of all members or maintain a member management system including the payment of annual chapter dues with current contact information, to confirm membership in SinC-National, and to maintain the chapter's group listing on the SinC website;
- 2) A *****Program Committee (VP)** to work in conjunction with the chapter's President and/or Executive Committee to plan the chapter's monthly program meetings, workshops, speaker or author-support at book signing events;
- 3) A *****Publicity/Media Committee** to submit chapter news to the parent SinC newsletter; write a chapter newsletter on an ad hoc basis, if desired; contact and respond to media inquiries; keep a record of member authors' published work; update information on the chapter website; maintain chapter information on social media websites, assist with advertising chapter meetings, maintain chapter website.

Section 2. Ad Hoc and Pro Tem Committees* shall be appointed by the President and/or Executive Committee, as needed.

*Election

*Anthology

*Workshop

*Retreat

*Award