

# Torch Club Administrative Assignments

<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>	<b>Committees</b>
Presides at club meetings	Makes monthly club reports to Association	Keeps financial records	Membership recruitment and retention
Appoints committees	Makes program reports to Association	Maintains member accounts ledger	Extension activities
Reviews performance of officers and committees	Submits papers to <i>The Torch</i> magazine editor	Collects dues	Nominations
Encourages attendance at Association convention	Sends obituaries and special features to the editor	Pays bills and Association dues	Program planning and administration
Submits suggestions to Association for Director nominations	Makes arrangements with management of meeting place	Corrects and returns club membership printout for Association twice a year	Constitution and Bylaws
	Prepares and maintains supply of nametags or cards	Makes financial reports	
	Sends out meeting notices		
	Prepares and maintains club membership roster		
	Conducts communication with members and others		
	Edits the yearbook		
	Maintains club files		