

## **VACDE Officer Duties**

**President** – Presides over meetings and prepares agendas; Prepares and submits Beals Fund request to VASWCD and any subsequent reporting; Represents VACDE at VASWCD Board meetings; Appoints committees; Follows up with Board members and committees. Prepares Annual Report for VASWCD Annual meeting.

**Vice President** – Fills in for President as needed; Coordinates VACDE Outstanding Conservation District Professional Award Program; Oversees Summer Training Planning, Serves as Chairman of the Summer Training Planning Committee & coordinates facility arrangements.

**Secretary** – Prepares & distributes minutes of all meetings; Archives minutes, annual reports, scholarship and award recipient list and treasurer's reports, and audit report; Updates & distributes VACDE Board contact sheet; Distributes meeting notices.

**Treasurer** – Prepares draft budget; Sends out membership notices along w/ brochure; Tracks membership and dues and length of service for members; Prepares deposits and disbursements; Prepares treasurers & membership report for each meeting; maintains financial/accounting records; Prepares for audit.

**Area Representative** – Liaison between the Executive Committee and Area VACDE Members. Each Area Representative/Alternate will serve a two-year term and may be reelected.