

## **Memorandum Two – Leadership Team**

### Purpose

This memorandum describes the roles and responsibilities of the West Michigan Woodturners (WMW) leadership team.

### Leadership Team

The WMW leadership team consists of 4 club officers and 3 members-at-large. Club officers serve for two-year terms. To ensure continuity of leadership, the president/secretary positions are elected in the even years while the vice-president/treasure positions are elected in odd years. Members-at-large serve for two years.

The responsibilities of office holders are:

1. The president leads and presides on all club activities, as outlined in WMW Memo One.
2. The vice-president assists the president and functions as president during the absence of the president.
3. The treasurer directs club finances, collects dues, and keeps record of all club money and receipts.
4. The secretary records meeting minutes and maintains all important files.
5. The members-at-large assist the club officers, as directed.

### Leadership Team Binders

As an organizational tool, the leadership team will maintain binders that govern and plan club yearly activities. The binders will be passed to successive officers as they are elected.

The binders will contain the following club information:

1. by-laws,
2. memorandums,
3. meeting minutes,
4. treasury reports,
5. equipment records,
6. library records,
7. yearly calendar of activities,
8. current planning documents for activities,
9. historical planning documents for past events.