



# Lancaster Liederkranz

## Nomination Application

### Duties and Requirements of Officers and Trustees

#### Sec. 1. The President:

**Duties** – He shall preside over all regular and special meetings and preserve order. He shall cast the deciding vote in case of a tie. He or the Financial Secretary must sign all vouchers for payment before the Treasurer can pay them. He may call a special meeting if the necessity arises or upon request and shall be Chairman of the Executive Committee hereinafter provided for. In the event a vacancy occurs for any other elected office, the President may appoint a member in good standing to fill the unexpired term subject to approval of the Executive Committee.

**Requirements** – He should be able to speak German and must be an Active Member, who consistently demonstrates the promotion of German culture. He shall have served successfully in an elected office within seven (7) years prior to being a candidate for President.

#### Sec. 2. The Vice-President:

**Duties** - He shall be subordinate to the President but shall act and preside in his absence and, in case of death or expulsion of the President, the Vice-President shall automatically become President to fill the unexpired term.

**Requirements** - He should be able to speak German and must be an Active Member, who consistently demonstrates the promotion of German culture.

#### Sec. 3. The Financial Secretary:

**Duties** - He shall collect and receive all monies due to the Society by any person(s) acting for or in the name of the Society or under its direction or authority. He shall be the accountant for the Society and must be able to show the complete and accurate financial standing of the Society to the membership at all times. He shall record all monies received, dues, fees, contributions, and any other sources of income into the ledger and ensure that the money is deposited into the proper accounts. He or the President shall sign all invoices, record them, and then turn them over to the Treasurer for payment. He shall keep a record of the financial and business transactions of the Society in the ledger approved by the Executive Committee and Board of Trustees. He shall be responsible for the duties outlined in Article VI Financial Affairs, Sec. 3. At the expiration of his term, he shall deliver all records to a Financial Review Committee.

**Requirements** - He should be familiar with spreadsheets, accounting software, have an overall understanding of revenue and expense classifications, and general knowledge of profit and loss statements and balance sheets.

#### Sec. 4. The Treasurer:

**Duties** - He shall receive records from the Financial Secretary of all monies collected belonging to the Society. He shall pay all invoices as approved by the President or the Financial Secretary. He shall keep a correct amount of all monies received and paid by him and have his accounts ready for financial review annually. He shall be responsible for the duties outlined in Article VI Financial Affairs, Sec 3. At the expiration of his term of office, or when so required by the Society, he shall have available for a Financial Review Committee all monies, ledgers, papers, invoices, etc., of the Society: and he shall take a receipt for the same which the Financial Secretary shall keep with other records of the Society.

**Requirements** – He should be familiar with spreadsheets, accounting software, have an overall understanding of revenue and expense classifications, and general knowledge of profit and loss statements and balance sheets.

## **Sec. 5. The Chorus President:**

**Duties** - He shall keep a record of the music and musical instruments of the Society and maintain the same. He shall chair the Music Committee and prepare the schedule of music events for each concert season. When new or additional music is necessary for the singers, the Chorus President shall recommend the purchase of the same to the Executive Committee who shall place the order for the same.

**Requirements** - He shall be an Active Singer. He should be knowledgeable of German music.

## **Sec. 6. The Recording Secretary:**

**Duties** - The Recording Secretary shall be the Secretary of the Society. He shall be custodian of the seal and affix the same to all proper papers. He shall keep and record accurate minutes of all regular and special meetings and report the same to the membership at the following meeting. He is responsible for keeping and recording minutes at the executive meeting. No regular business may be transacted without his attendance or pro tem replacement, which can be assigned by the President. He shall, as circumstances arise, inform all Officers, Trustees and Committee Chairman as to time and date of Executive and Special meetings as instructed by the President. At the expiration of his term, he shall deliver all records to his successor.

**Requirements** - He should be able to communicate effectively. He should be familiar with word processing software, as well as a working knowledge of digital storage platforms.

**Trustees** - The Board of Trustees shall be responsible for the care and upkeep of all Liederkrantz property and shall operate the club's facilities. After the election, the Board of Trustees shall select the Head Trustee, and the Board of Trustees shall determine the individual areas of responsibility for each Trustee.

## **Sec. 7. The Cultural Group Representative:**

**Duties** – He shall promote the purpose of the Club and support the general welfare of the Society.

**Requirements** – He shall be an Active member of the designated Cultural Group.

**Sec. 8.** Unless excused, officers are expected to attend Executive, Membership and Special meetings.