I. The **Vice-President** shall preside in the absence of the President and the President-elect, and shall:
   A. act as liaison to the SI Objectives and Events Committees, and be a member of the leadership team, if formed
   B. act as Delegate if elected delegates and alternate delegates cannot serve
   C. be responsible, along with the President-elect, for the President's Book
   D. ensure that District, Region and Federation award applications and Program Focus Reports are submitted when due.

The **Recording Secretary** shall:
   A. record the minutes for all Board, business and special meetings
   B. be custodian of the permanent records of the Club; forwarding all inactive records to the Archivist
   C. submit to the membership the minutes of the business meetings and recommendations of the Board
   D. prepare the agendas for the Board and Club business meetings as directed by the President
   E. Upload records to Dropbox on a monthly basis

The **Corresponding Secretary** shall:
   A. collect and distribute mail
   B. check voice-mail and e-mail and forward appropriately
   C. With the President, distribute all other official Club correspondence
   D. Create club correspondence such as thank-you letters etc. as directed by the President
   E. Copy/scan all thank you notes and other acknowledgements and download into Dropbox before distribution to appropriate committee

IX. The **Director(s)** and **Delegate(s):**
   A. SI Chico has combined the office of Director and the responsibilities of Delegates into Director/Delegate and Director/Alternate Delegate
   B. All four **Directors** are elected officers and voting members of the Board or Directors and shall:
      1. oversee the recognition of members that go above and beyond expected duties and recognize them at Business Meetings
      2. act as liaison between the membership and Board; answer or make referrals to answer questions. When necessary, hear sensitive issues, seek resolution, and refer the member with concerns to the President. This may require maintaining confidentiality
   C. Two Directors are also designated **Delegates** and two are **Alternate Delegates**. If one or both Delegate(s) cannot attend an event, the Alternate Delegate(s) take their place. If none of the Delegates or Alternate Delegates can attend, the President will appoint ad hoc Delegates. Delegates shall:
      1. attend district meetings and SNR meetings and conferences when called. They vote on any ballot measures presented at a meeting
      2. at the request of the President, review candidates for office at the district, region and international levels and make recommendations to the Board for approval
      3. reviews calls to conference and inform the club of the event and logistics for attendance; coordinate registration, housing and transportation to meetings
      4. report decisions and meeting highlights to the membership. Reports are sent to the E-blast and transferred to Dropbox.

5. along with the President, announce upcoming SI Chico events at district and region meetings
6. at the SNR Conference shall:
    a. create a raffle basket for the SNR Conference with the $100 budgeted and contributions from members
    b. sell raffle tickets at club if requested
    c. prepare a display of SI Chico highlights for display at the conference