

The President's Role in a People First Meeting

- ▶ Leads the meetings.
- ▶ Asks the Secretary to take roll call or introduce each member.
- ▶ Asks the Secretary to read the minutes for the last meeting.
- ▶ Leads the talk about old business and new business.
- ▶ Introduces the program for the meeting.
- ▶ Guides the voting.
- ▶ Adjourns the meeting (closes the meeting.)



The Secretary's Role in a People First Meeting

- ▶ Needs to be able to give the review the previous minutes and take minutes for the current meeting.
- ▶ If your chapter has introductions, the Secretary should check off the names as people introduce themselves.
- ▶ He or she reads the minutes of the last meeting. The minutes are notes of what happened at the last meeting.
- ▶ Takes notes of what happens in the meeting.
- ▶ If the President and the Vice President are absent, the Secretary leads the meeting.
- ▶ Should keep a list of the chapter members, their addresses and phone numbers.



The Vice President's Role in a People First Meeting



- ▶ Leads the meetings when the president is absent.
- ▶ Helps the president in the meetings when asked.
- ▶ Goes to the officer's meeting to help plan the agenda for the chapter meeting.

The Treasurer's Role in a People First Meeting

- ▶ Needs to be able to count, add and subtract money.
- ▶ Gives the report on the chapter's money. This report is called the Treasurer's report.
- ▶ Puts the chapter's money in the bank with assistance from local Advisor.
- ▶ Keeps track of all the money the chapter makes and all the money the chapter spends.



The Role of the Sergeant-At-Arms in a People First Meeting

- ▶ Keeps the meeting in order.
- ▶ If the members get too noisy the sergeant-at-arms calls for order.
- ▶ Helps at the meetings when needed or asked.

