



Deaf and Hard of Hearing in Government, Inc.

POSITION DESCRIPTIONS

Business Manager/Treasurer:

1. The Treasurer shall keep and maintain, or cause to be kept and maintained, accurate and complete accounts of the financial affairs of the Organization, including accounts of its transactions, assets, liabilities, receipts, and disbursements.
2. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Organization, disburse or cause to be disbursed the funds of the Organization as ordered by the Board of Directors, render or cause to be rendered to the Board of Directors regular reports of all financial transactions and of the financial condition of the Organization, and have such other powers and duties as assigned by the Board of Directors.

Recording Secretary:

1. The recording secretary shall take detailed minutes of all meetings, accurately recording motions, amendments, votes, and key discussion points, then submitting these minutes for approval at the following meeting.

Communications Manager (Correspondence Secretary):

1. The Communications Manager is essentially acting as the official record keeper of the organization by maintaining all important documents and membership information.
2. The Communications Manager will be in charge of correspondence to DIG members.

Members At Large:

1. Members-at-Large represent the interests of the General Membership on the Board. They may take responsibility for activities on the basis of interest or at the request of the Board or President, or serve on standing or ad hoc committees, and handle special projects.