

ANS-ANB Duties of Officers

all officers shall serve one year or until their successors qualify

President:

- Presides at all meetings, must appear to be neutral
 1. opens meetings
 2. announces agenda
 3. recognize member entitled to the floor
 4. state & put to the vote all motions that legitimately come before, report result of the vote, or if the motion is out of order
 5. protect the group from frivolous or dilatory motions by refusing to recognize
 6. expedite business
 7. decide all question of order, subject to appeal
 8. respond to questions pertaining to parliamentary procedure or factual- information
 9. authenticate signature when necessary on all acts, orders, & proceeding of assembly
- Exercise general supervision over local camp officers
- Ex-officio member of all committees
- Appoints

From Constitution:

Prescribed Duties. The officers shall perform the duties prescribed by the Constitution and Bylaws of this Camp, by order of the Grand Camp, and by the parliamentary authority adopted by this Camp. (Article IV, Section 1)

From bylaws:

Camp President's Responsibilities. *The President of the Camp shall:*

- a. *Provide leadership to the Camp in promoting the mission of the Alaska Native Brotherhood and the Alaska Native Sisterhood;*
- b. *Preside over Camp meetings or provide for another officer to preside;*
- c. *Advise, assist and encourage officers in the performance of their responsibilities.*
- d. *Appoint an Audit Committee at the first meeting after Labor Day and charge that committee with auditing the Camp's financial records immediately after the completion of the fiscal year;*
- e. *Serve as Chair over the Executive Committee of the camp which consists of the elected Camp Officers.*

ANS-ANB Duties of Officers

all officers shall serve one year or until their successors qualify

Vice President:

In the Absence of the President steps in when the President is unable to perform duties.

Presides at all meetings, must appear to be neutral

1. opens meetings
 2. announces agenda
 3. recognize member entitled to the floor
 4. state & put to the vote all motions that legitimately come before, report result of the vote, or if the motion is out of order
 5. protect the group from frivolous or dilatory motions by refusing to recognize
 6. expedite business
 7. decide all question of order, subject to appeal
 8. respond to questions pertaining to parliamentary procedure or factual- information
 9. authenticate signature when necessary on all acts, orders, & proceeding of assembly
- Exercise general supervision over local camp officers
 - Ex-officio member of all committees
 - Appoints

Leads committees-program chairperson

Perform other duties as assigned

From bylaws:

LC 4.0 *Camp Vice President's Responsibilities.* *The Vice President of the Camp shall:*

- a. Preside over Camp meetings in the absence of, or at the direction of, the President;*
- b. Strive to increase the membership of the Camp and keep the membership roster current;*
- c. Communicate with and keep members informed of the Camp's activities.*

12/19/02

Treasurer

- Entrusted with the custody of Camp's funds
- Keeps accurate account of all financial information for camp
- Collection of all moneys that belong to the camp & deposit in the bank accounts
- Maintains ledge of all accounts
- Expends money only after instructed by President & camp vote & in accordance with The Constitution
- Reports at each meeting: all expenditure amounts & recipient, amount of money in the bank checking & saving
- Keeps all receipts of all expenditures & books in good order for audit at any point
- Perform other duties as assigned

From bylaws:

LC 6.01 Treasurer's Responsibilities Incidental to Fulfilling Duties.

The Camp Treasurer shall:

- a. Maintain all the Camp's financial records;*
- b. Serve as a signer of checks;*
- c. If there are other authorized signers of checks, maintain a clear record of who is signing each check issued;*
- d. Submit all bills to the membership as soon as possible for approval for payment, except bills for which automatic payment is provided for, and upon authorization to do so, to pay such bills promptly;*
- e. Obtain and file receipts for all transactions in which payments are made from the Camp accounts;*
- f. Keep the Camp President apprised of the Camp's financial status;*
- g. Inform members, with reasonable notice, of the need to pay dues before the end of the fiscal year;*
- h. Collect dues from members; inform members when they are in arrears; provide tactful reminders as needed to promote the maximum collection of dues;*
- i. Provide the Camp officers with a list of paid-up members, with reasonable updating from time to time;*
- j. Maintain sufficient blank receipts on file for anticipated needs, and issue the original copy of duplicate receipts to each payee;*
- k. Maintain sufficient blank membership cards on file for expected needs (cards may be obtained from the Treasurer of the Grand Camp);*
- l. Maintain an inventory of ANB caps, lapel pins, constitutions, and other documents or paraphernalia available from the Grand Camp and selling them;*

- m. Obtain authorization from the membership for the purchase of items needed for the work of the Treasurer;*
- n. Work cooperatively as a team with other officers of the Camp;*
- o. As the Treasurer's term ends, orient the incoming Treasurer to all procedures and relevant information relating to the duties and responsibilities of Camp Treasurer, assist in ensuring an orderly transition, and advise the new Treasurer as appropriate.*

12/19/02

Secretary

- Records accurate minutes of each meeting & provides sign in sheet for member attendance lists
- Keeps on file all committee reports
- Keeps camp records-keeps list of all members (life and regular)
- Furnish all members with credentials
- Notify officers, committee members & members of their election or appointment, to furnish committees with necessary documents of performance of their duties & to have on hand a list of all existing committees & their members
- Keeps written chronology of activities & photos
- Prepares & maintains record book:
 - contains the bylaws, special rules of order, standing rules & minutes entered; amendments properly recorded, & have on hand current record for every meeting
- Prepare before each meeting order of business for use of presiding officer
- In the absence of the President & Vice President calls meeting to order till immediate elections of the chairperson pro tem
- Perform other duties as assigned

From Bylaws:

LC 5.0 Camp Secretary's Responsibilities. *The Secretary of the Camp shall:*

- a. *Record and maintain a permanent set of minutes of all regular and special meetings and of the annual meeting of the Camp;*
- b. *Advertise, at least three weeks in advance, the date, time and place of the Camp Annual Meeting and election of officers;*
- c. *Provide such assistance as the Camp has established for informing members of meetings and encouraging attendance (such as post card announcements of meetings, newspaper notification, radio announcements).*

Secretary's Incidental Responsibilities *The Secretary shall:*

- a) *Maintain all the Camp's records except financial records;*
- b) *Maintain a supply of forms, formats, and instructions for all operations and activities of the Camp;*
- c) *Assist the President in preparation of meeting agendas;*
- d) *Bring to each meeting the tentative agenda; the minutes of previous meetings; a list of current voting members; the Constitution and Bylaws of the ANB Grand Camp and the Local*

- Camp and other rules of the Camp; the current issue of Robert's Rules of Order; and a list of all standing and special committees and their members;*
- e) In the absence of the president and vice-president, to call the meeting to order and preside until the immediate election of a chairman pro tem.*
 - f) Keep the Camp President apprised of matters needing attention;*
 - g) Circulate in a timely, appropriate manner the time and place of forthcoming meetings;*
 - h) At every activity at which there is a call for new membership, immediately provide each applicant with an application form, promptly collect the applications, Coordinate with the Camp Treasurer for acceptance of dues, and record the names of the new members in the Camp's Membership Roll;*
 - i) Report to the Secretary of the Grand Camp, promptly after an election, the results of the election and addresses and other contact information for newly elected officers;*
 - j) Obtain authorization from the membership for the purchase of items needed for the work of the Secretary;*
 - k) Work cooperatively as a team with other officers of the Camp;*
 - l) As the Secretary's term ends, orient the incoming Secretary to all procedures and relevant factual information relating to the duties and responsibilities of Camp Secretary, assist in ensuring an orderly transition, and advise the new Secretary as appropriate*

Sergeant-at-Arms

- Assists the President in organizing the camp
- Assists with maintaining order
- Keeps members informed via telephone, home contacts, mail, newspaper, T.V. scanner
- Functions by:
 - Setting up & taking down meeting room
 - Picks up all fines for contingency fund
- Makes coffee & keeps inventory & track of supplies
- Assists the camp council with care of all camp physical property
- Facilitates meeting by escorting people (elders, dignitaries, speakers...)
- Distributes any hand outs to members at meetings
- Perform other duties as assigned

From Bylaws:

LC 7.0 Sergeant at Arms

- a. Be responsible for maintaining order in meetings of the Camp;*
- b. Inform members of forthcoming meetings;*
- c. Help to set up and take down meeting and event supplies, tables, chairs, and other such activities.*
- d. Assist the officers and speakers at camp meetings*
- e. Assist the Grand Camp Sergeant at Arms*
- f. Assume other responsibilities as may be assigned by the Camp President.*

Oath of Office or Membership

Please stand. Those being installed please raise your right hand.

"Do you solemnly promise and swear that you will support the Constitution and laws of the United States; and that you will support and abide by the Constitution and By-Laws of the Alaska Native Brotherhood and Alaska Native Sisterhood, walking before them in all humility and love and subordinating yourself to the wishes and welfare of this organization?"

(There new officer(s) or members(s) must now answer, "I do.")

"Do you take this obligation promising to look to you Heavenly Father for wisdom and strength to keep you steadfast?"

(There new officer(s) or members(s) must now answer, "I do.")

Prayer