

**Eta Gamma Chapter of Delta Gamma
First Mates Crew
President**

The President is elected from the Eta Gamma First Mates Crew membership at the Spring Meeting and serves a one year term.

The Eta Gamma First Mate Crew Executive Committee will meet to assist in planning the activities of the organization and to carry out the business of the organization. They will provide help and support through sharing ideas, helping solve problems, and giving leadership to committees and projects. Furthermore, they will encourage parents, guardians, and interested others to join the crew and become active.

Job description:

- Accountable to the Eta Gamma First Mates Crew.
- Calls Board Meetings.
- Plans and leads the fall and spring meetings of the Eta Gamma First Mates Crew.
- Makes a written agenda for all meetings with help from the Executive Committee.
- Act as Host/Hostess at fall and spring meetings of the Eta Gamma First Mates Crew.
- Organizes the Executive Board to bring refreshments for fall meeting.
- Communicates with the Eta Gamma Chapter President and the Advisory Team.
- Communicates with all board members in a written report as needed. This report will include a summary of all board and Eta Gamma First Mate Crew activities.
- Files the Delta Gamma Parent's Club report by July 1 of the year she was president.
- Appoints committees.
- Appoints chair of the nominating committee.
- Works with the vice-president and treasurer to write a budget before the fall meeting.
- Provides leadership and guidance to half of the First Mates Crew's committees.
- Appoints chair of the above committees.
- Sends the committee chair a notebook containing:
 - job description
 - amount budgeted for the committee
 - report from the year before
 - evaluation with suggests and hints from last years chair
 - a roster of the committee.
- Makes sure the chair understands the job.
- Communicates regularly with the chair.
- Helps the chair solve problems.
- Keeps the vice-president informed of the progress and any problems in the committee.
- Collects from the chair the committee notebook after the project and make sure she/he has sent a report.
- Sends the chair a Thank You note and recognizes them at the spring meeting.
- Turns in a cash reimbursement form with receipts to the Treasurer within 30 days of any expense.
- Writes articles for the newsletter as needed.

**Eta Gamma Chapter of Delta Gamma
First Mates Crew
Vice President**

The Vice-president is elected from the Eta Gamma First Mates Crew membership at the Spring Meeting. He/she is part of the Eta Gamma First Mates Crew Executive Committee and serves a one year term.

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Job description:

- Accountable to the Eta Gamma First Mates Crew President.
- In the absence of the president, shall perform the duties of the president.
- Attend the Board Meetings as called by the president.
- Attend the fall and spring meetings of the Eta Gamma First Mates Crew.
- Act as Host/Hostess at fall and spring meetings of the Eta Gamma First Mates Crew.
- Help provide refreshments for fall meeting.
- Provides leadership and guidance to half of the First Mates Crew's committees.
- Appoints chair of the above committees.
- Sends the committee chair a notebook containing:
 - job description
 - amount budgeted for the committee
 - report from the year before
 - evaluation with suggests and hints from last year's chair
 - a roster of the committee.
- Makes sure the chair understands the job.
- Communicates regularly with the chair.
- Helps the chair solve problems.
- Keeps the president informed of the progress and any problems in the committee.
- Collects from the chair the committee notebook after the project and make sure she/he has sent a report.
- Sends the chair a Thank You note and recognizes them at the spring meeting.
- Turns in a cash reimbursement form with receipts to the Treasurer within 30 days of any expense.
- Writes articles for the newsletter as needed.
- Works with the president and treasurer to write a budget before the meeting.

**Eta Gamma Chapter of Delta Gamma
First Mates Crew
Secretary**

The Secretary is elected from the Eta Gamma First Mates Crew membership at the Spring Meeting. He/she is part of the Eta Gamma First Mates Crew Executive Committee and serves a one year term.

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Job description:

- Accountable to the Eta Gamma First Mates Crew President.
- Attend the Board Meetings as called by the president.
- Attend the fall and spring meetings of the Eta Gamma First Mates Crew.
- Act as Host/Hostess at fall and spring meetings of the Eta Gamma First Mates Crew.
- Help provide refreshments for fall meeting.
- Records minutes of all board and general meetings.
- Sends a copy of the minutes to the Eta Gamma First Mates Crew President within two weeks of the meeting.
- Brings copies to the next meeting to be read.
- Keeps in the Secretary's Notebook the minutes of every board and general meeting the organization has ever had.
- Writes and mails notice of meetings to the members.
- Writes Thank You notes for the organization.
- Turns in cash reimbursement form with receipts to the Treasurer within 30 days of any expense.
- In charge of either the directory or newsletter.

Eta Gamma Chapter of Delta Gamma
First Mates Crew
Treasurer

The Treasurer is elected from the Eta Gamma First Mates Crew membership at the Spring Meeting. He/she is part of the Eta Gamma First Mates Crew Executive Committee and serves a one year term.

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Job description:

- Accountable to the Eta Gamma First Mates Crew President.
- Attend the Board Meetings as called by the president.
- Attend the fall and spring meetings of the Eta Gamma First Mates Crew.
- Act as Host/Hostess at fall and spring meetings of the Eta Gamma First Mates Crew.
- Help provide refreshments for fall meeting.
- Maintains club accounts in a federally insured bank or savings and loan.
- Maintains a ledger of all deposits and withdraws.
- Pays bills when authorized by the president or the membership.
- Sends a report to the president at the end of any month when deposits or withdraws were made.
- Maintains a roster of the membership.
- Sends a copy of the roster of the membership to the president within two weeks of the fall meeting.
- Forwards filled out membership forms to the president.
- Makes a report at both the spring and fall meeting.
- Works with the president and vice-president to write a budget before the fall meeting.
- Keeps in the Treasurer's Notebook a copy of both the Treasurer's Report and the budget for a minimum of four years.