**Geriatric Social Workers of S.E. MI**

**Wayne County Chapter**

**2019 Elections**

**Secretary:**(Elected) Each subsidiary, chapter, division, etc., shall elect a Secretary. Each subsidiary, chapter, division Secretary shall report to the Co-Chairperson in their respective Chapter.  Each Secretary shall be responsible to attend all Chapter Steering Committee and General Membership Chapter meetings as called by both the Chairperson and Co-Chairpersons in their respective Chapter. The Secretary shall maintain minutes from their respective Chapter Steering Committee for GSWSM and distribute to Co-Chairpersons for representation at Board Meetings only.

**NOMINATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer Liaison:** (Elected) Each subsidiary, chapter, division, etc. shall elect one Treasurer Liaison who will report directly to the GSWSM-Board Treasurer.  Each Treasurer Liaison shall be responsible to attend all meetings as called by the Chairperson, the GSWSM-Board Treasurer and Co-Chairpersons of their respective Chapter.  Under the explicit direction of the GSWSM-Board Treasurer, each Treasurer Liaison shall be responsible for but not limited to the following duties: recording of all financial matters of their respective Chapter, collection of all dues from prospective members, maintaining  master “paid” membership lists for their Chapter, deposit dues, develop and distribute quarterly statements to the Co-Chairperson and submit up to date membership status to Membership Chairperson   prior to General Chapter Membership meeting.

**NOMINATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programming:**(Elected) The Program Chairperson shall be responsible for planning and coordinating quarterly meetings, contacting speakers, finding a host location, preparing notices, arranging and coordinating the disbursement of CEUs.  The program Liaison shall be responsible for the record keeping of all documents required by NASW from CE providers for 7 years.  The Programming liaison will write and mail all “Thank You” notes to all speakers presenting at the General Chapter Membership meetings.

**NOMINATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_