

**SECTION 6. Duties of the Officers.**

**The officers will look after the general interest of the Order in the Diocese. In addition:**

**a.)The President is the representative of the Diocesan Assembly to the Provincial Assembly. If she is unable to attend a Provincial Assembly it is her responsibility to appoint someone to represent this Diocese at said Assembly. She shall preside at all meetings of the Diocesan Assembly, the Assembly Board, and the Executive Committee. She shall appoint the Secretaries and other Board members who are not elected, including the Chaplain and the Board Advisor. She shall appoint all committees, subject to the approval of the Executive Committee. She shall be an ex-officio member of all committees, except the Nominating Committee. She shall coordinate all plans for the annual Fall and Spring Assemblies. She shall perform all other duties pertaining to her office.**

**b.)The First Vice-President shall, in the absence of the President, perform all duties of the President. In case of the resignation or death of the President, the First Vice-President shall fill the unexpired term of the President. She shall act as Communication / Promotion Chairman for the Diocese and, under the direction of the President, shall help disseminate information about the Order. She shall encourage and assist with the formation of new chapters in the Diocese. She shall perform all other duties of the office and assist the President as requested by her.**

**c.)The Second Vice-President shall be next in line to succeed to the Presidency in case of the resignation or death in the office of both the President and First Vice-President. She shall act as Editor of the *Assembly Lights*. She shall perform all other duties of the office and assist the President as requested by her.**

**d.)The Treasurer shall collect all monies of the Order in the Diocese, keeping an accurate record of all receipts and disbursements. She shall make a report to each meeting of the Executive Committee and the Assembly Board. After the Annual Budget has been reviewed by the Executive Committee and Assembly Board, the Treasurer shall present the Budget for approval at the Annual Fall Assembly. She shall perform all other duties of the office and assist the President as requested by her.**