

9/14

Hawaii Island Palm Society
Elected Officer Responsibilities (current)

HIPS Calendar - Board Meetings - March, June, September, December

Sub-Committee Mtgs as necessary

HIPS Meetings: Annual BBQ & Palm Auction in February, Lecture-Guest Speaker Meeting April, Zoo Sale Booth in May, Garden Tour July, Garden Tour September, Palms 101 October, Lecture-Guest Speaker November

President - Spearheads HIPS meetings along with HIPS Board, Runs HIPS four yearly Board

Meetings, Delegates details and duties for HIPS meetings. Stores some of the HIPS equipment.

Is one signatures on HIPS checks.

Vice President - Oversees and assists Event Coordinators for setting up as needed for all the HIPS

meetings. Stores and keeps count of paper goods used for BBQ and Potlucks. Assist the President

as needed. Fills in for the President at meetings in the absence of the president.

Secretary - Attends Board Meetings and takes the minutes of the meetings. Types and distributes

the completed minutes to the board once the President has approved them. The Board will also

provide feedback on the minutes as needed. Updates IPS on HIPS' meetings. Submits to the

Hilo Paper's Calendar section announcements for upcoming events 30 days in advance of the event.

Provides Community articles to the Hilo paper when applicable. Is one signatures on the HIPS Checks.

Treasurer - Handles all the monies for the organization. Balances the checkbook monthly. Prepares

Quarterly statements for presentation at the Board Meetings. Writes checks requiring 2 signatures

for a check to be issues. Is one of the signatures on HIPS checks.

Event Coordinators (2) - Assists in the set up for HIPS Events. Holds on to HIPS water and directional

signs. At HIPS Potlucks assist in the setting up of tables for the potluck and clean up after.

All officers are needed at all HIPS events. The President is always open for other officers to bring up

meeting ideas, gardens to tour and speakers.