



Altar & Rosary JOY Nomination Form

Please suggest members for the following offices:

President _____

The President shall preside at all program and general meetings and facilitate the bylaws and procedures of Altar & Rosary JOY.

Vice-President _____

The Vice-President shall perform the duties designated by the President.

Treasurer _____

The Treasurer shall be custodian of all funds.

Recording Secretary _____

The Recording Secretary shall keep an accurate record of all program and general meetings, Leadership Team and Executive Board meetings.

Corresponding Secretary _____

The Corresponding Secretary shall conduct the social correspondence of Altar & Rosary JOY.

Membership Chairperson _____

The Membership Chairperson shall maintain the record of membership, collect all dues for the treasury, record attendance and provide name tags for the program and general meetings.

Program Chairperson _____

The Program Chairperson shall reserve meeting space, arrange and finalize programs, check on necessary audio/video equipment for programs and meetings and obtain biographical information on program speakers.

Turn this form in at the January program and business meeting or to the Altar & Rosary JOY mailbox in the office by February 1.



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