

## Huron Valley Numismatic Society Chair Handbook

### I. Term of Office

- A. The Huron Valley Numismatic Society (HVNS) Chair is elected to a one year term by the members present at the December Annual Meeting. (S)he may stand for re-election for one consecutive term.
- B. The immediate Past Chair becomes an automatic member of the Board of Directors until the next Chair replaces him/her.

### II. Duties

The Chair's duties and responsibilities include, but are not limited to, the following:

- A. Providing leadership by ensuring that:
  - 1. Members of the Board of Directors are aware of their responsibilities and
  - 2. The club pursues its objective of encouraging and dispensing numismatic knowledge to collectors and those interested in becoming collectors and cultivating a feeling of friendship and mutual support among its members.
- B. In consultation with the Board of Directors, scheduling the dates, times and location for General Meetings and Board of Directors Meetings in accordance with the club's constitution and customs.
  - 1. The General Meetings are on the second Wednesday of each month.

2. The Board of Directors usually meets three times per year – in January, May, and September.
- C. In consultation with the Board of Directors, creating an agenda for each meeting and ensuring it is available to members a week in advance of the meeting (See web site <http://hvns.org/> for examples.)
- D. Officiating and conducting meetings – including ensuring there is sufficient time to discuss agenda items and that discussion is on topic, courteous, and constructive.
- E. Ensuring meeting minutes are accurate, complete, and retained, (See web site <http://hvns.org/> for examples.)

Created by Al R on September 3, 2015  
Revised on \_\_\_\_\_