

LEA COUNTY WOMEN'S NETWORK BASIC RESPONSIBILITIES Professional Development

THE TERM OF OFFICE IS FROM January 1 through December 31 in year following election of office in October.

- **LCWN is committed to the professional development of its members.**
- **Shall be comprised of LCWN members**
- **She shall appoint a committee from Membership.**
- **She shall work with the First Vice-President on the Annual Banquet**
- **Shall be responsible for securing the speaker for the Annual Banquet.**
 - **Shall schedule the available dates and report back to the Board for a decision**
 - **Shall secure housing when necessary for guest speaker**
 - **Board approval may be needed if monies involved.**
 - **Shall confirm all arrangements with the guest speaker**
 - **Shall obtain a gift for the speaker to be presented at the Annual Banquet.**

- **She shall introduce the Guest Speaker at the Annual Banquet**
- **She shall write an article on the website concerning the Annual Banquet speaker' program**
 - **Shall post pictures when available**
- **She shall provide a minimum of one (1) professional development activity or program.**
 - **Be approved by the Board of Directors.**
 - **It should benefit the membership**
 - **Needs to be coordinated with the Second Vice-President**
 - **May have more than one activity or program**
- **Will attend the monthly Board Meeting regularly**
 - **Will notify the President when she can't attend**
- **The Chairperson of Professional Development shall appoint a person or persons to help her fulfill the duties of her office.**

**** There will no longer be an annual copy of the membership directory ~ a membership roster may be downloaded by members from the website. ****