

ELECTED POSITION REQUIREMENTS

THE PRESIDENT represents The Ninety- Nines at all meetings and public appearances and must be able to communicate verbally. She formulates matters of policy and must be willing to spend time away from home on the business of the organization.

She is given a yearly expense budget which she may use to help on support services, travel costs or other items consistent with the [reimbursement policy](#), found in the members only section of the web site. She is an ex-officio member of all International Committees except the Nominating and Grievance Committees. She is responsible for conducting the Annual Business Meeting and other such meetings as may be necessary. She must strive to attend all Section meetings at least once during her term. She should maintain good communications with the overseas sections and members and, if possible, should meet with overseas members in their sections or countries. The President also writes a column for each issue of the 99s Magazine and answers voluminous amounts of correspondence.

THE VICE PRESIDENT serves as a member of the Finance Committee and serves in the place of the President whenever necessary. She serves as the primary liaison with Section governors and serves on any of the International Committees at the request of the President. When requested to do so, she represents the President, and, therefore, The Ninety-Nines. She understudies the President, and they work in close harmony on various long-range goals and objectives of the organization. She assists other officers in their duties and aids in the harmonious operations of the Board.

THE SECRETARY is responsible for the recording and transcribing off all minutes of the corporate Board meetings in the approved format and forwarding them within thirty days of any meeting. She is responsible for the recording and transcription of the full and condensed minutes of the Annual Business Meeting.

She is required to handle correspondence at the request of the President, and she must stay in constant communication with International Committees and Headquarters staff. She is responsible for obtaining all reports from the various International Committees and forwarding them to the site of the Annual Meeting for inclusion in delegates' packets. She should have access to the necessary computer equipment and should possess good writing skills.

THE TREASURER must be able to analyze and produce corporate financial statements and be proficient at analyzing computer financial information. She chairs the Finance Committee and prepares a proposed budget for the spring Board meeting.

She is responsible for compiling all financial information and providing the Board with accurate financial statements on a regular basis. She prepares and/or presents the following items for the Annual Meeting: Adopted Budget, Budget Comparison, Headquarters Balance Sheets and Income Statements along with balance sheets and income statements for the various trusts. She also assists the Headquarters Manager with accounts analysis. Her job requires her to be in constant communication with all International Committees and Headquarters staff.

THE NON-OFFICER DIRECTORS are just as vital to the Board as the officers. They must be capable of organizing and following through with special projects. They serve on Board Committees at the request of the President. They frequently represent the President at a Section meeting and should be accorded the amenities normally accorded the President. Each non-officer

Board member should become familiar with the functions of the officers and the Headquarters staff and should be willing to move into an officer position should one become vacant.

THE IMMEDIATE PAST PRESIDENT serves on the Board for one term after her presidency. She maintains the Board Operating Procedures. The Immediate Past President serves on special committees, Board committees and accepts special assignments at the request of the President. She is an advisor to the President, assisting in the continuity of the Board.

THE NOMINATING COMMITTEE members are responsible for presenting candidates for all elective positions. They need to know the requirements for each position and be able to communicate what will be expected of those volunteering. Committee members must be active at Chapter and Section levels and identify individuals to serve at the international level. From resumes, letters of recommendation and personal contacts, the committee becomes custodian of very personal information about candidates.

It is the committee's responsibility to prepare and update suitable forms; supply copies of qualifications; provide photos and brief biographies of candidates and newly elected members and prepare other articles as appropriate to meet deadlines for the 99s magazine. Most importantly, the committee verifies that all candidates who submit an "Intent to Seek Election" form are qualified and meet the requirements specified in the Bylaws and Standing Rules prior to sending it on to the Board or the Election Procedures Chairman.

Read Bylaws Article XI, Section 1 for further details.

Note: Members of the International Board of Directors (President, Vice-President, Secretary, Treasurer and Directors) may submit 99s-related expenses for reimbursement per the [Reimbursement Policy](#). The amount of the stipend is subject to change.