

OWN Election of Officers –

Duties of Chair or Co-Chair:

Facilitate or co-facilitate OWN meetings, represents OWN publicly, participates in planning and tasks which advocate for women's issues, participates in executive committee planning and action, and participates in planning of Treatment and Recovery events with OHMHAS. Oversees and monitors actions relating to Strategic Plan annually. Works closely with secretary to address/respond to current issues. Signs documents agreed upon by membership that represent the interests or advancement of OWN.

Vice Chair:

Attends monthly meetings. Conducts the OWN monthly meeting if Chairpersons are absent. At the request of Chair, represents OWN at outside meetings. Supports other elected members by providing information, data, or making decisions about OWN business or political issues. Currently assigned to keep a monthly written log of accomplishments of OWN for annual report.

Duties of Treasurer:

Network dues: Receive all dues from agencies, keep these on a spread sheet that includes date paid, name of agency, and primary person attending meetings.
Pay all bills authorized by OWN representatives.
Maintain "Charitable Registration" at the Ohio Attorney General's Office.
Keep running account of current funds available that includes all bills paid and monies received.

Duties of Secretary:

Takes minutes at OWN meetings and distributes to members.
Handles correspondence.
Sends annual Membership Invitations/ Keeps contact list updated.
Develop monthly agenda.
Coordinate activities with other officers (meeting location/presenters, etc.).
Participate in activities with Ex Committee (strategic plan, Symposium, etc).
Acts as central point of communication among members.

Must have been an active member of OWN for at least one year to apply for an office.