

## Job Descriptions of Maryland NOW Officers

All of the officers of Maryland NOW we will be electing today have their duties listed in the bylaws in [Article VIII. Officers](#). These officers also make up the Executive Committee as described in [Article IX. Executive Committee](#).

Terms of office are described in [Article XI. Eligibility, Elections, and Terms of Office](#).

In their duties as Maryland NOW's elected officers, these individuals also work through the Maryland NOW Council to implement various required actions of the organization's structure, working to ensure smooth operation of the state council and working with various committees and task forces to implement the organization's goals (as in our resolution directives).

Our bylaws are a "living document" and are updated as various situations arise that show a need for change. One example might be Section C under State Conference, which directs a financial review to be presented at the State Conference. After several experiences where this proved to not be a good idea, the council informally agreed that the Treasurer would only present general information at the state conference and that an in-depth review of our financial records would be conducted at our April State Council Meeting. (Note: [Article VII. State Council Sec A](#) gives the council the responsibility to manage the finances and property of the organization. A member should talk with their chapter's representative on the council regarding any specific questions they have about the organization's finances.)

Because everyone involved with the organization serves as a volunteer, we try to work together to share duties across the lines of our job descriptions. [Article VIII. Officers. Sec. G](#) is included for that reason.

Two additional points:

We are bound by Robert's Rules of Order ([Article XV. Rules of Order](#)) in any case where our bylaws are silent on a question or issue involving our structure and government. One example would be (in Robert's) Chapter XVII Bylaws (§56) > Content of Bylaw Articles > Article IV: Officers, which states that officers rank in the order in which they are listed in the organization's bylaws, which applies to any task where the officer responsible cannot perform the duty. An example of this might be in chairing meetings or responsibilities representing the organization in public, etc.

Also, the officers of Maryland NOW frequently have responsibilities that are outlined in other sections of the bylaws. The state treasurer's obligations are listed throughout the bylaws, including general oversight of a budget committee which is mentioned three times in various of the bylaw's sections.

Therefore, if you are interested in declaring your intention or interest in one of the Executive Committee positions, please read beyond the job description in [Article VIII. Officers](#).