

Gleaves Family Association Officers and their Duties

1. President
 - a. Presides during the family reunion
 - b. Member of the reunion committee
 - c. Supervises all monetary expenditures with Treasurer
 - d. Keeps in contact with Gleaves Board members
 - e. Composes correspondence to family members
 - f. Appoints the nominating committee
2. Vice-President
 - a. Chairs the family reunion committee
 - b. Handles the day-to-day operations during the reunion; go to person
 - c. Schedules activities and speakers for the upcoming reunion
 - d. Keeps records and materials from the reunions
3. Secretary
 - a. Sends out any correspondence to family members using the most effective & economical means
 - b. Keeps list of addresses, both e mail & mailing addresses
 - c. Records minutes of business meetings
 - d. Records reunions activities
 - e. Member of the reunion committee
4. Treasurer
 - a. Responsible for accounting for all funds including those of the family association and any special designated accounts. These special designated accounts will be on paper only and may include such funds as the TN Cemetery Fence Fund, the current book fund, and funds for the web site.
 - b. Opens an account at their local bank
 - c. Pays all bills at the reunion
 - d. Keeps in close contact with the president to assist in making any financial decisions and keeping the president informed
 - e. Provides correct and accurate financial statements to the Family Association as designated by the President
 - f. Involved in all planning in order to understand bills submitted to be paid
 - g. Member of the reunion committee
5. Board of Advisors- will consist of:
 - a. Past president
 - b. Family Historian
 - c. Webmaster

Elections

1. Nominating committee will present the slate of officers during the opening meeting of the reunion
2. Election will be held at a designated Friday meeting.
3. New officers will be installed at the close of the reunion
4. Officers will serve until the end of the next reunion.