D. sign or countersign the withdrawal of FFSWFL funds, or authorize another Board member to do so;

E. exercise all powers and perform all duties and responsibilities normally incident to the office.

Section 3. lst Vice-President Duties

The lst Vice-President shall

A. perform all duties and responsibilities of the President in the President's absence or incapacity of the President;

B. perform such other duties as the Board may authorize.

Section 4. 2nd Vice President

The 2nd Vice-President shall

A. perform all duties and responsibilities of the 1st Vice-President in the absence or incapacity thereof;

B. perform such other duties as the Board may authorize.

Section 5. Secretary

The Secretary shall

A. record and keep the minutes of each meeting of the organization and the Board;

B. be responsible for keeping the files and records of FFSWFL;

C. be responsible for correspondence of FFSWFL as directed by the President;

D. be responsible for issuance of all official notices;

E. maintain possession and supervision over the non-financial property of FFSWFL;

F. keep the records of all FF exchanges.

Section 6. Treasurer

The Treasurer shall:

A. be responsible for all funds of FFSWFL and sign or countersign the withdrawal of FFSWFL funds. General funds and funds for exchanges shall be recorded separately.

B. be responsible for preparing and maintaining all financial books and records and shall make a financial report (written and oral) at each Board and membership meeting;

C. keep a current list of dues paid members.

Section 7. Annual Report

All elected officers shall prepare a report for the annual meeting. An annual report shall be submitted to FFI at the end of the FFSWFL year in December.

Section 8. President's Report to FFI

At the conclusion of the year in December the outgoing President should submit to FFI:

A. the names, offices, addresses, telephone number and e-mail addresses of the incoming Board;

B. the total of paid membership and total membership for the preceding year;

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