



# TEA SISTERS SOCIETY MEMBERSHIP APPLICATION



## DUTIES OF BOARD MEMBERS:

### President:

- Oversees TSS business
- Conducts Board and organizes agendas with Co-Founders
- Oversees all Board member's tasks and fundraising activities/events
- Plans for growth of society

### Treasurer:

- Maintains checkbook
- Keeps books and presents financial statement to Board
- Gives a detailed quarterly report to the Board
- Conducts a year-end audit of account

### Secretary:

- Keep minutes of Board
- Correspondence
- Keep all business records
- Notify members of meetings/events
- Draft letters for society business