

Philadelphia “Liberty” ILG Officers

As stated in the Liberty ILG ByLaws, Officers of the Liberty ILG shall consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

The administrative year for the Liberty ILG is January 1 to December 31.

Chairperson

The Chairperson is responsible for:

- Overseeing, planning and conducting the affairs of the organization in a business-like and orderly manner;
- Chairing, scheduling, establishing the agenda for upcoming meetings, publicizing and coordinating all meetings, and maintaining adherence to Liberty ILG Bylaws;
- Appointing members to standing or ad hoc committees as required, to carry out the functions of the organization; and
- Maintaining an open, positive and communication-filled liaison relationship between the OFCCP, the EEOC, other fair employment practice agencies and the National ILG.

Vice Chairperson

The Vice-Chairperson of the Liberty ILG is responsible for:

- Performing the duties of the Chairperson in their absence;
- Monitoring the performance of all Liberty ILG committees, as their duties have been assigned by the Chairperson; and
- Development of new member information;

Secretary

The Secretary of the Liberty ILG is responsible for:

- Maintaining and distributing semi-annually a Liberty ILG membership directory, attendance records from each Liberty ILG meeting, and other documents, as requested by the Liberty ILG Chairperson;
- Recording and distributing meeting minutes and other information materials to Liberty ILG membership

Treasurer

The Treasurer of the Liberty ILG is responsible for:

- Collecting annual membership dues, if any; and,
- Preparation of financial reports and records, as appropriate. Duties ascribed to officers may be performed by other members or designees.