

Chapter Chair:

- The Chapter Chair shall be the legal representative of DA Canada-Montreal and the Chief Executive Officer of the organization and shall preside at all General Meetings and all meetings of the Board.
- The Chapter Chair shall have Membership responsibility for the day-to-day activities of DA Canada - Montreal and for execution of all activities approved and undertaken by the Board.
- The Chapter Chair may appoint such *ad hoc* committees as necessary for the execution of the activities of DA Canada – Montreal.
- The Chapter Chair shall be a voting member of all Standing Committees and *ad hoc* committees.
- The Chapter Chair shall be a voting member of and attend meetings of Democrats Abroad Canada.

Vice Chair:

- In the absence of the Chapter Chair, the Vice Chair shall call and preside at meetings of members and of the Executive Committee.
- The Vice Chair shall have such other duties as chairing one or more committees.
- The Vice Chair shall work with the Chair to ensure all responsibilities approved by and on behalf of the organization are supervised and executed appropriately.
- The Vice Chair elected shall be a member who is of the opposite gender to the Chair, as per the by-laws of Democrats Abroad and the rules of the Democratic National Committee (DNC).

Secretary:

- The Secretary shall attend and produce minutes for all Board and Executive Committee meetings.
- The Secretary shall maintain all files and administrative records of the organization.
- All of such records shall be open for inspection by members. Minutes of all meetings shall be sent to the Executive Committee once approved by the Chapter Chair and/or Vice Chair.
- The Secretary shall schedule and coordinate participation for all Board meetings.

Treasurer:

- The Treasurer shall manage the finances of the organization, maintain its monthly financial reports to members and make and maintain such financial reports as may be required by law (including without limitation the laws and regulations of the United States and the several States applicable to political parties and contributions to them).
- All such records shall be open for inspection by members. The Treasurer shall prepare and present to the Annual General Meeting of Democrats Abroad Canada - Montreal a Statement of Income and Expenses and a Balance Sheet.