

President: Presides over Tulsa Celle Membership and Executive Committee meetings. Oversees the planning and administration of the Tulsa Celle Partnership annual agenda. Represents or appoints a representative for the Tulsa Celle Partnership at all TGA functions, and fulfills all responsibilities as outlined in the TCP Bylaws.

- **VP Finance/Treasurer:** Acts as Treasurer for the Partnership, collects and deposits all funds as dictated in the Bylaws, and submits a written monthly report of financial activity and status to the Executive Committee.
- **VP Business:** Coordinates business contacts and meetings. Acts as liaison between Tulsa and Celle businesses and their respective Chambers of Commerce.
- **VP Education:** Coordinates student and/or teacher exchanges. Participates in activities which educate the Tulsa community about Celle and our Sister City Partnership.
- **VP Exchanges:** Communicates between parties that request an exchange (ex: Celle firemen librarians, etc...) and assists in coordinating activities and housing.
- **VP Membership:** Contacts new members to welcome them to the Partnership and thanks renewing members for their on-going support. Communicates the benefits of being a TCP member, and oversees activities to increase the TCP membership.
- **VP Historian/Publicity:** Works with the Executive Committee and the TGA staff to develop and enhance the TCP public image. Maintains and organizes Partnership materials for archiving.
- **Secretary:** Records the minutes of the monthly Executive Committee meetings and distributes them to the other officers in time for reading prior to the next meeting.
- **Member-at-Large:** This position is not elected by the membership, it is appointed by each President.