

**Operations Worksheet 17 – Law Officer**  
(Reviewed/Revised - March 2013)

The Law Officer is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Law Officer will be prohibited from providing legal advice if not authorized to practice law in Florida, but can assist in administrative matters as follows:

1. Advise the President, the Board of Directors, or the Executive Committee, as appropriate, on Chapter matters that might require legal interpretations or implementation.
2. Review annually, in coordination with the Treasurer, and advise the Executive Committee overall legal steps that the Chapter might have to take in areas such as:
  - a. Incorporation and renewals.
  - b. Federal income tax exemption
  - c. State tax exemptions.
  - d. Insurance.
  - e. Chapter bylaws, the Policy Manual, and financial fundraising.