

## **Officer Duties**

**President** is responsible for the overall day-to-day activities and acts under the direction of the board of directors. For substantial actions to be taken, the president will act on behalf of the board of directors by resolution.

**Vice president** fills in when the president is unavailable or when the board assigns specific duties.

**Treasurer** is responsible for the financial records of the organization and preparing and presenting financial reports to the board, officers and members.

**Secretary.** The secretary is charged with maintaining the corporate records of the corporation and preparing minutes of board meetings. The secretary may also be required to provide certification for banks or other financial institutions and may also be required to provide requested copies of corporate documents.

**Board of Directors.** The Board of Directors is responsible for establishing the organization's mission, vision, values and direction. Some of the key elements of responsibilities are as follows.

- \* Ensuring that the Board works effectively and meets minimum legal requirements.
- \* Fostering a positive relationship with other Board and organization members.
- \* Overseeing the financial health of the organization.
- \* Overseeing the organization's direction.
- \* Nominating officers and committees.
- \* Strategic Planning
- \* Evaluating and holding Officers accountable to the organization.