

## Board Member Roles and Responsibilities

### DUTIES OF THE PRESIDENT

The President shall, when present, Chair all meetings of the members of the Corporation and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary and Treasurer or other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President, his duties and powers may be exercised by the Vice President, or in the absence of the Vice President, by such director as the Board may from time to time appoint for the purpose, to exercise any such duty or power, and the absence or inability of the President shall be presumed with reference thereto.

### DUTIES OF THE VICE-PRESIDENT

The Vice-President shall assume the responsibilities and duties of the President in the absence of the President or in his inability to fulfill those duties. He shall also perform such other duties as may from time to time be determined by the Board of Directors.

### DUTIES OF SECRETARY

The Secretary shall be Clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose. He shall give all notices required to be given to members and to Directors. He shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation. Minutes are to be kept in hardcopy at the head office of the Corporation. Other contracts and documents shall be delivered up only when authorized by a resolution of the Board of Directors to do so, and to such person or persons as may be named in the resolution. He shall perform such other duties as may from time to time be determined by the Board of Directors.

### DUTIES OF TREASURER

The Treasurer shall be responsible for the keeping of full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account, and shall deposit all monies or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors. He shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore, and shall render to the Board of Directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He shall also perform such other duties as may from time to time be determined by the Board of Directors.

### DUTIES OF OTHER OFFICERS

The duties of all other Officers of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.

*SMT has 72 Portfolios and Workpackages. Some are essential, some are must have, and some are nice to have. Ideally, the other Officers will elect to lead &/or participate in a number of these portfolios and workpackages.*