

## **Board Member Roles and Responsibilities**

### **DUTIES OF THE PRESIDENT**

The President will Chair all meetings of the members of the Corporation and of the Board of Directors. The President is responsible for 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 will sign all by-laws. If the President is unable to fulfill these duties they may be exercised by the Vice President or by a Board appointed alternate.

### **DUTIES OF THE VICE-PRESIDENT**

The Vice-President will support the President and assume the responsibilities and duties of the President in their absence. They shall also perform such other duties as determined by the Board of Directors.

### **DUTIES OF SECRETARY**

The Secretary is the Clerk of the Board of Directors. They will attend meetings of the Board of Directors and record minutes of all proceedings. They will give all notices required to members and to Directors. They 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 such person or persons as may be named in the resolution. The Secretary will perform such other duties as determined by the Board of Directors.

### **DUTIES OF TREASURER**

The Treasurer is responsible for the keeping of full and accurate accounts of all financial transactions of the Corporation in proper books of account, and the deposit of all monies or other valuables in such bank or banks as designated by the Board of Directors. They will disburse the funds of the Corporation under the direction of the Board of Directors, keeping proper records, and report to the Board regularly at Board meetings or as required by the Board. The Treasurer will perform such other duties as determined by the Board of Directors.

### **DUTIES OF OTHER OFFICERS**

The duties of all other Officers of the Corporation will be determined by the Board of Directors as required.