

Officer's Responsibilities as Defined in the Bylaws

- SECTION 4. Chair. The Chair shall: direct and execute all decisions of the Board of Directors; chair the Annual Board Meeting; preside at meetings of the Board of Directors and the Executive Committee thereof; shall be an *ex officio* voting member of all committees; and shall have such other duties and powers as the Board of Directors may from time to time prescribe or authorize.
- SECTION 5. Vice-Chair. The Vice Chair shall have such powers and perform such duties as the Board of Directors may from time to time prescribe or as the Chair may from time to time delegate, provided that the Vice Chair shall act as Chair in the Chair's absence.
- SECTION 6. Secretary. The Secretary shall ensure the keeping of minutes of all meetings of the Board including all votes and resolutions adopted, and shall record all such documents and records in a book kept for that purpose. The Secretary shall ensure the issuance of notices of all meetings, shall see to the filing of all reports required by governmental authorities, and shall perform such other functions and duties as the Board may from time to time prescribe.
- SECTION 7. Treasurer. The Treasurer shall receive staff reports and provide Board reports about all funds, securities and assets of the Corporation. He or she shall seek to ensure the keeping of full and accurate account of Corporation's receipts and disbursements, and ensure that all monies and other assets are deposited in the name of the Corporation in such depositories or through such fiscal agents as the Board may from time to time prescribe. The Treasurer shall seek to ensure the disbursement of the funds and assets of the Corporation as ordered by the Board of Directors, and shall provide a financial report at each regular meeting of the Board. The Board of Directors may appoint and empower such Assistant Treasurers as shall be required to carry out the purpose of this section. The Treasurer shall furnish the Board with an operating and financial report at each regular and special meeting thereof.
- SECTION 8. President. The President shall direct and execute all decisions of the Board of Directors and handle all day-to-day matters for the operation of the Corporation. The President shall be an *ex officio*, voting member of the Board of Directors and act as the chief executive officer of the Corporation. The foregoing duties shall include, but not be limited to, the hiring and discharge of employees to fill such positions as the Board may from time to time authorize; the execution of contracts or other instruments on behalf of the Corporation as the Board may authorize; and the signing of checks, drafts or other orders for payment of money provided that the Board may, by resolution, provide that such checks, drafts or other orders for payment above such amount as may be specified in the resolution shall require the countersignature of one or more specified officers of the Corporation. The President is hired by the Board of Directors.