

# Creative Frontiers TEAM

## Officers Responsibilities

### **The President shall:**

- Coordinate the work of the officers and committees of the association in order that the objectives be promoted.
- Preside at all meetings of the association and the executive board
- Be a member ex-facto of all committees, but not required to attend all meetings
- Perform such duties as may be prescribed in these bylaws or assigned to him/her by these bylaws

### **The Vice Presidents shall:**

- Act as aides to the President
- Perform the duties of the President in the absence or disability of that office to act.
- The First Vice President shall also serve as program co-ordinator for monthly meetings and publicity chairperson.
- The Second Vice President shall be in charge of all fund raising projects.

### **The Secretary shall:**

- Keep an accurate record of the proceedings of the association and the Executive Board.
- Be prepared to refer to minutes of previous meetings
- Prepare a list of unfinished business for the President
- Keep a current list of the paid members for the association
- Keep a current copy of the bylaws
- Conduct all necessary correspondence of the association upon authorization of the President or Executive Board
- Send out notices of executive board meetings

### **The Treasurer shall:**

- Keep such permanent records of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association
- Receive all monies for the association giving a receipt therefore and deposit them in the name of the association in a bank approved by the executive board
- Pay all bills as authorized by the executive board or the association and on receipts of warrants signed by the President
- Secure two signatures on all checks
- Keep an accurate record of receipts and disbursements in a ledger which is a permanent record
- Keep the membership informed of expenditures as they relate to the budget adopted by the association
- Present a statement of account at every meeting of the association and the executive board and at other times when requested by the association
- Make an annual report to the association

### **The Board Members shall:**

- Represent the general membership on forming and implementing policies of the Executive Board