

# **President/Vice President/Secretary Operations Document**

## **President**

### **Responsibilities**

- be the official representative of the organization
- hold Executive Committee meetings as needed
- be responsible for planning, implementing, and delegating activities
- understand the ByLaws

### **Tasks**

- approve the agenda and conduct Board meetings
- appoint new Adjuncts as needed
- re-appoint Adjuncts to a new term annually
- attend and make comments at all venues during the first week of the season
- attend and make comments at the volunteer lunch

## **Vice President**

### **Responsibilities**

- in the absence of the President, perform the duties of the President

## **Secretary**

### **Responsibilities**

- keep minutes of all board meeting
- send written notices of each meeting with agenda
- serve as parliamentarian, or delegate that responsibility
- preside at board meetings if the president and VP are not available

### **Tasks**

- prepare draft of board meeting agenda
- circulate draft of prior month board meeting minutes and meeting agenda
- circulate committee reports as requested
- certify quorum is met at the start of a board meeting
- record minutes at board meetings
- prepare and circulate draft of minutes shortly after a board meeting