

## **Duties of Board Officers**

### **Excerpted from the SLC Bylaws**

#### **Board of Trustees Chairperson:**

- 4.05 Duties of Chairperson. The Chairperson shall preside at all meetings of the Board and generally do and perform all acts incident to the office of Chairperson, and shall have such additional powers and duties as may from time to time be assigned to him or her by the Board. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, or other instruments which may from time to time be authorized by the Board.

Newly elected Board members shall be formally notified by the Secretary of the Board. The newly elected Board members shall be declared elected by the Chairperson of the Board at the Annual Board Meeting.

#### **Board of Trustees Vice Chair:**

- 4.06 Duties of Vice Chair. In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair. The Vice Chair shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board.

#### **Board of Trustees Secretary:**

- 4.07 Duties of Secretary. The Secretary shall attend all meetings of the Board and shall:
- (a) certify and keep at the principal office of the Corporation the original or a copy of these Bylaws as amended or otherwise altered to date;
  - (b) keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes and votes of all meetings of the Trustees, and, if applicable, meetings of committees of Trustees;
  - (c) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
  - (d) be custodian of the records and of the seal of the Corporation and see that the seal (if any) is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal (if any) is authorized by law or these Bylaws;

- (e) exhibit at all reasonable times to any Trustee of the Corporation, or to his agent or attorney, on request therefore, the Bylaws, and the minutes of the proceedings of the Trustees of the Corporation;
- (e) keep resolutions in a separate journal in chronological order;
- (g) in general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board; and
- (h) have charge of the books, records, and papers of the Corporation relating to its organization as a Corporation and shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent that the same are to be kept or filed by the Treasurer.

### **Board of Trustees Treasurer:**

4.08 Duties of Treasurer. Subject to Section 6.01, the Treasurer shall:

- (a) be responsible, along with the President and Executive Vice President, for all funds and securities of the Corporation.
- (b) count, or cause to be counted by qualified persons, all funds received. When counting monies, there should be at least two (2) persons present;
- (c) disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board, taking proper vouchers for such disbursements;
- (d) keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (e) exhibit at all reasonable times the books of account and financial records to any Trustee of the Corporation, or to his agent or attorney, on request therefore;
- (f) render to the Chairperson and Trustees of the Board and/or the President of the Corporation, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation;
- (g) prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports; and at the Annual Membership meeting; and
- (h) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board.