



## **Duties of the Executive Board**

To maintain consistency and stability for the organization when the “torch” is handled over to new Board members, this document will serve as a guide to facilitate the transition. This document may be modified as deemed necessary by the President and/or the Executive Board. Any substantial modification(s) should be communicated to the general membership.

### **Duties and Responsibilities**

#### **Past President**

- Per Article V, Section 9 of the current bylaws (Art. V, Sect. 9), the Past President shall participate as member of the Executive Board.
- The role of the Past President is to advise the President on how to conduct the regular meeting and Board meeting.

#### **President**

- (Art. V, Sect. 5), the President shall preside at the Chapter meetings, special meetings of the members, and at the Board meetings.
- (Art. VIII, Sect. 1), the President can select the time and place of all meetings.
- (Art. IX), the President shall act as the Chapter Liaison with the ICC Board of Directors or appoint a member of the Board to be the Liaison.
- (Art. XIII, Sect. 2), the President shall set the order of business (agenda) and may be changed by the President during the meeting.
- (Art. XIII, Sect. 3), all actions shall require the majority vote of (Class A) members present unless otherwise specified in the bylaws. Note, must be present to vote, no quorum required.
- The president shall coordinate the monthly meeting programs.

#### **Vice President**

- (Art. V, Sect. 6), the Vice President shall assist the President in the conduct of the office of President, and shall act and perform the duties of the President during the President’s absence from the regular and Board meetings.
- The Vice President shall coordinate the City corner.
- The Vice President shall select the location of the upcoming installation and coordinate with the secretary for reserving the facility and arranging the entertainment.

### **Secretary**

- (Art. V, Sect. 7), the Secretary shall be responsible for keeping the minutes and records of minutes, and maintaining correspondence.
- The Secretary should ensure the approved minutes are posted on the Chapter webpage.
- The Secretary shall send out meeting notices prior to every regular meeting.
- The Secretary shall maintain the current email address of the members.
- The Secretary shall file the Chapter annual report, either in writing or online, with ICC no later than April 1.
- The Secretary may draft letters for the President's signature and sign on behalf of the President.

### **Treasurer**

- (Art. V, Sect. 8), the Treasurer shall receive and disburse funds, supervise financial affairs, and approving expenditures as provided by resolution of the Board.
- The Treasurer shall provide the Treasurer's report at the regular meetings.
- The Treasurer shall maintain the membership new and renew applications and keep the membership base information up to date and posted on the Chapter webpage.
- The Treasurer shall send out final notices in March to past due members and finalize the list of members in good standing in April.
- (Art. XII, Sect. 1), the Treasurer shall submit a year end financial report to the membership on the last meeting of the calendar year.

Gerald Caraig  
Chapter President  
*(Revised April 2007)*