

## **BOARD OFFICERS**

### Section 1. Election.

At its annual meeting in June, the Board shall elect from its members a Chairperson, Vice Chairperson, and Treasurer from its membership. A Secretary will be designated by the Executive Director and Board Chair.

### Section 2. Duties of Officers.

- The duties of the Chairperson shall include:
  1. Call meetings of the Board of Directors;
  2. Preside at all meetings of the Board of Directors;
  3. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
  4. Confer with the Executive Director on crucial matters which may occur between Board meetings;
  5. Consult with the Executive Director on the agenda and adjustments to the agenda;
  6. Appoint committees and/ or subcommittees subject to Board approval;
  7. Serve as ex-officio member of all committees;
  8. Make or cause to be made requests for legal opinions/advice;
  9. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to the Executive Director;
  10. Be responsible for the orderly conduct of all Board meetings;
  11. Prepare an annual report as needed;
  12. Perform all other duties imposed by these bylaws: and
  13. The chair shall have the right, as other Board members have, to offer motions, discuss questions and vote.
  
- The duties of the Vice Chairperson shall include:
  1. In the absence of the chairperson the vice-chairperson shall act as the chairperson. In the absence of the chairperson and vice chairperson, the Board members present, provided a quorum is present, shall elect one of its members present to preside over the meeting.
  2. May consult with the Executive Director and Chairperson on the agenda and amendments to the agenda.

- The duties of the Treasurer.

The treasurer, along with the Executive Director and Business Manager, shall be responsible for ensuring that accurate financial records are kept of all financial transactions of CRCS, that an annual audit is completed, and shall perform such other functions as are ordinarily functions of this office.

- The duties of the Secretary.

The secretary shall take minutes of the board meetings and distribute minutes to all board members. The secretary shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions, as are ordinarily functions of this office.

- The Chair of the Board or Chair of any subcommittee, as presiding officer, shall:
  - Call the meeting to order;
  - Announce the business to come before the Board or Committee in its proper order;
  - Enforce the Board's policies relating to the order of business and the conduct of meetings;
  - Explain, as appropriate, what the effect of a motion would be;
  - Restrict discussion when a motion is before the Board subcommittee;
  - Put motions to a vote and announce the vote result.

Legal Reference:

Adopted: 8/29/2012

Revised: 12/11/2023

CRCS Bylaws