

## RBCERTAA Officers Responsibilities

All Officers must keep the dignity of the office for which they have been elected by his or her actions.

When any Officer misses two Board meetings in a row, a motion to remove the Officer will be automatic, When the Officer misses a third meeting in a row, the Officer is removed as per bylaws.

Officers may serve two (2) consecutive terms in a particular office, as per bylaws.

The following are the basic responsibilities of RBCERTAA Officers, (the Executive Board), not to the exclusion of the RBCERTAA bylaws.

### PRESIDENT:

Presides over Board meetings, Executive Board meetings and General membership meetings.

Prepares the Board meeting agenda, with input from other Board Members.

Distributes copies of meeting agenda to Board Members and other attendees at Board meetings.

Follows Roberts Rules of Order during meetings, for procedure and order.

The Office of President requires between 10 to 20 hours a week to complete RBCERTAA business.

### VICE PRESIDENT:

Presides over Board meetings, Executive Board meetings and General membership meetings in the absence of the President.

Prepares the Board meeting agenda, with input from other Board Members, in the absence of the President.

Distributes copies of meeting agenda to Board Members and other attendees at Board meetings, in the absence of the President.

Follows Roberts Rules of Order during meetings, for procedure and order.

The Vice President should assist the President with any RBCERTAA business that the President should request the Vice Presidents help with.

The Office of Vice President requires between 5 to 10 hours a week to complete RBCERTAA business.

### SECRETARY:

Presides over Board meetings, Executive Board meetings and General membership meetings in the absence of the President and Vice President.

Prepares the Board meeting agenda, with input from other Board Members, in the absence of the President and Vice President.

Distributes copies of meeting agenda to Board Members and other attendees at Board meetings, in the absence of the President and Vice President.

Follows Roberts Rules of Order during meetings, for procedure and order.

Prepares the Board meeting minutes, General membership meeting minutes and Executive Board meeting notes, and forwards (e-mail) the minutes/notes to the Board Members within 72 hours after the meeting.

Keeps and makes available to the Board all records past and present.

Distributes copies of the previous meetings minutes to other attendees at Board meetings.

The Office of Secretary requires between 3 to 5 hours a week and 20 hours during elections to complete RBCERTAA business.

#### TREASURER:

Presides over Board meetings, Executive Board meetings and General membership meetings in the absence of the President, Vice President and Secretary.

Prepares the Board meeting agenda, with input from other Board Members, in the absence of the President, Vice President and Secretary.

Distributes copies of meeting agenda to Board Members and other attendees at Board meetings, in the absence of the President, Vice President and Secretary.

Follows Roberts Rules of Order during meetings, for procedure and order.

Prepares the Treasurers Reports for Board meetings.

Distributes copies of the Treasurers Reports to other attendees at the Board meetings.

Maintains the RBCERTAA bank account with two other signatories.

The Treasurer is responsible for the management of the RBCERTAA Public Benefit Corporation, including State Franchise Tax Board, State Board of Equalization and Federal Tax Requirements.

The Treasurer will engage an independent CPA to audit the RBCERTAA books in January of each year, with the Board approval.

The Office of Treasurer requires between 5 to 10 hours a week to complete RBCERTAA business, and 20 hours during annual audit.

\*The Treasures Reports will be defined by the Board and documented as an Addendum to Bylaws,

#### COUNSEL TO THE PRESIDENT:

This title, Counsel to the President, is conferred on the past president as an honor for his/her past service & contribution to the Alumni Association.

The Counsel to the President will have served a minimum of one term as President.

Because of prior knowledge and experience in the role, the past president will be able to provide advice & support to the current President.

It is up to the discretion of the President, as to whether he/she asks for advice or guidance from the Counsel to the President.

There will be no additional voting rights or powers associated with this position.

If the Counsel to the President is elected to the Board of Directors, then he/she will have regular voting rights. If he/she is not re-elected to the Board of Directors, then he/she may attend Board meetings and participate, but not vote.

***Note: These responsibilities were approved by the Board of Directors, at the General Meeting of 6 April 2004 and subsequently added to the Bylaws.***