

## **Job Descriptions of Officers of the Board of Directors**

**Chairperson.** The Board of Directors shall elect one of their number to act as Chairperson. If at any time the Chairperson shall be unable to act, the Vice-Chairperson shall take his/her place and perform his/her duties. If the Vice-Chairperson shall also be unable to act, the Board may appoint some other member of the Board of Directors to do so, and such person shall be vested temporarily with all the functions and duties of the office of Chairperson.

The Chairperson, or a member of the Board of Directors acting in such capacity as above provided:

- (a) Shall preside over all meetings of the Board of Directors.
- (b) Shall sign, as Chairperson, on behalf of the District, all instruments in writing which he/she has been specifically authorized by the Board to sign.
- (c) Shall have, subject to the advice and control of the Board of Directors, general responsibility for management of the affairs of the District during his/her term of office.
- (d) Shall make appointments to committees.
- (e) May call special meetings.

**Vice-Chairperson.** The Vice-Chairperson shall, in the event of death, absence, or other inability of the Chairperson, exercise all the powers and perform all the duties herein given to the Chairperson.

**Secretary.** The Secretary shall keep, or cause to be kept, accurate and complete minutes of all meetings, call meetings on order of the Chairperson, attend to all correspondence of the Board, and perform such other duties as ordinarily pertain to his/her office.

**Treasurer.** The Treasurer shall be responsible for ascertaining that all receipts are deposited and disbursements made in accordance with these Bylaws, the directions of the Board, and good business practice, and shall be responsible for the financial records of the District. The Treasurer shall also render a report to the Board of Directors on the financial affairs of the District at least quarterly.