



Four County School Boards Association

ROLES AND RESPONSIBILITIES OF OFFICERS POLICY

In accordance with The Four County School Boards Association (FCSBA) Bylaws **ARTICLE IV - OFFICERS** the officers shall include the President and Vice President. These officers who are elected by the membership annually shall hold office for a term of one year from July 1 through June 30. In addition, the Treasurer serves as an officer and is appointed by the Board of Directors annually. Duties of the officers are additionally outlined in this policy.

Role and Responsibilities of the President *shall include the usual duties of the office and:*

Appointments

- Recruits, appoints, or suggests Chairs, Vice Chairs or committee members of standing committees as stipulated in the Committee Policy Guidelines
- Appoints the Chair and members to Four County SBA committees created by the Board of Directors
- Appoints representatives to the state-wide committees if they are re-established

Other Duties

- Helps to develop the Association's Goals and Calendar for the year
- Presides over, and participates in agenda-setting for Board of Directors meetings, General Membership meetings, Professional Development Workshops, and the Annual meeting
- Communicates with General Membership individually, electronically or in writing as stipulated in Communication Policy Guidelines
- Evaluates the Executive Director in accordance with Association policy
- Works with the Four County office, early in the year, to identify a location and speaker for the Annual Meeting
- Works with the Executive Director to arrange for student work and performance for the event
- Signs all contracts and policies approved during the term of office
- Serves as an approved signatory on all Association bank accounts

Role and Responsibilities of the Vice President *shall include the usual duties of the office and:*

- Attends agenda-setting meetings
- Chairs Committees in the absence of the President
- Chairs the Audit Committee
- To the degree that one can, attends FCSBA programs to become familiar with the scope of the Association's work and to scout potential leadership for the coming years
- Serves as an approved signatory on all Association bank accounts

Role and Responsibilities of the Treasurer *shall include:*

- Attends agenda-setting meetings
- Be responsible for the supervision of all Four County School SBA monies received or expended by the Association
- Keep the Board of Directors informed on all pertinent financial matters
- Provide a brief financial report at all regular meetings of the Board of Directors in a format prescribed by the Board
- Review monthly Four County SBA monies received and spent by the Association
- Serve as a member of the Audit Committee
- Perform all duties incident to the office of Treasurer and other duties as assigned by the President or Board of Directors
- Be an approved signatory on all Four County SBA bank accounts
- Provide a summary of the year's financial activities and monthly reviews to the Board of Directors at the April meeting
- Provide a narrative summary to be included in the Annual Report

Role and Responsibilities of the Immediate Past President *shall include:*

- Attends Agenda-setting meetings when requested by President
- Attends Board of Directors meetings to give counsel when requested by President
- Advises the President on past practices as requested
- May Chair the Nominating Committee

Adopted: April 20, 2021

Amended: March 16, 2023