



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, First Vice President, Second Vice President, and Treasurer.

- The President, First Vice President, and Second Vice President are elected by the membership and shall hold office for a term of one year from July 1 through June 30.
- The Treasurer is appointed by the Board of Directors annually.
- The Past President serves as an ex-officio member of the Board of Directors and is not an officer.

Duties of each position 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, Co-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
- Appoints the Audit Committee within the Audit Committee Policy guidelines

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
- 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 First 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
- Works with the Second Vice President on the Membership Committee

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

- Attends agenda-setting meetings
- Chairs Committees in the absence of the President *and First Vice President*
- 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 Chair of the Membership Committee

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 or if needed most recent Past President *shall include:*

- Attends Agenda-setting meetings
- Attends Board of Directors meetings
- Advises the President to provide counsel and historical context
- Chairs the Nominating Committee

Adopted: April 20, 2021

Revised: November 30, 2021