

Executive Committee Roles and Responsibilities

President

- Preside at all meetings of the Board of Directors (BOD)
- Execute with the Secretary all documents the BOD has authorized
- Perform all duties incident to the duties of the office and other duties prescribed by the BOD

Vice-President

- Assist the president and perform duties assigned by the president or BOD
- Currently, the VP has been assigned the following
 - Chair and coordinate the quarterly meeting with the RRRD and the Committee Chairs for the purpose of establishing projects which could benefit from SRRTF fund raising
 - Chair and coordinate efforts for board development including:
 - Identifying Board needs as far as skills and interest
 - Identifying with the help of the BOD, possible candidates for the board
 - Conduct the initial interview and recommend qualified candidates to the President for further discussion
 - Introduce qualified candidates using the SRRTF Application for Prospective Candidates
 - Generate and maintain the On Boarding webpage for new board member orientation
- Act in absence of the President with all of the powers of and restriction on the President

Secretary

- Keep minutes of the proceedings of the BOD
- See that all notices are given as required by the By-Laws or as required by law
- Be custodian of the corporate records
- Perform all duties incident to the office and other duties prescribed by the BOD

Treasurer

- Be the principal financial officer of the corporation, have the care and custody of all funds, deposit same in accordance with the instructions of the BOD
- Prescribe and maintain the methods and systems of account to be followed, keep correct and complete books and records of account
- Prepare and file all local, state and federal tax returns or supervise such preparation
- Arrange and supervise an annual review of the organization's books and records by a competent individual who is not affiliated with the organization or directly related to any Director
- Perform all duties incident to the office and other duties prescribed by the BOD