**DUTIES OF THE EXECUTIVE BOARD**

PRESENTED BY: MARGE SCHMADER & JEANNE WARREN

**President:**

* Should read-again-the bylaws and standing rules to be sure the organization is following them.
* Needs to be familiar with her job description
* Appoint qualified members to sit on her board
* Monitor the activities of the board members to make sure they are doing their jobs, but she needs to give them leeway to work.
* May also serve as the liaison to other organizations within the parish, deanery, or diocese.
* It is common that she be required to serve for a specified amount of time on the board, but not always necessary. There may be an additional qualification that she be endorsed by her parish priest, the bishop, or the spiritual advisor.

**Vice President:**

* Perform such duties as assigned to her by the President
* In the event of absence, disability, or death of the President, assume the responsibilities of the President

**Secretary:**

* Record the minutes of the meetings
* Two weeks prior to the next Board meeting or, before email or mail a copy of the minutes to the board members and membership.
* Perform such other duties as assigned by President

**Treasurer:**

* Be custodian of all funds by receiving funds collected for any purpose, by depositing all funds immediately into bank accounts, and by paying all bills promptly that have been approved by the Board of Directors.
* Provide a written and oral report at all Board meetings
* Turn over all books, papers and other property pertaining to her office to her successor by August 1st.