

Responsibilities of Board Members

Board of Directors:

The Board is responsible for managing the business, finances, activities, and programs of the Society.

It annually reviews committees, administrative policies and procedures, dues, and mileage, as well as the Asset Inventory List showing location and value of all Society property.

Board members attend both scheduled and special meetings unless they notify the President; they provide backup for their responsibilities by having a co-director (sharing one vote) or an assistant who takes responsibility when the board member is unavailable.

Board members assume office at the beginning of the fiscal year but overlap with the prior board for summer orientation and planning. They submit their budget needs before August and are able to approve non-budgeted expenditures under \$35.00.

The custodian of the Society printer will print any materials needed by the Board or committees.

Officers serve until successors are elected and may serve only 2 consecutive 1-year terms in an office; Directors serve until replaced by the Board.

Job Guidelines for each Board position describe the responsibilities of the job and specifically how they are done; these guidelines are passed to successive holders of each position.

Board meetings are open to the membership and conducted according to the Simplified Meeting Rules contained in the Bylaws.