**Responsibilities of Executive Board Officers**

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| The **co-presidents** shall:             Preside at all meetings of the Association and the executive board.           Prepare for publication the agenda for each meeting of the Association.           Have general charge and supervision of the business and affairs of the Association and perform duties usually incident to the office of president of a not-for-profit Association.           Sign and execute all contracts, agreements, or other obligations in the name of the Association.           Be a member ex-officio of all committees, including standing ad hoc committees, except the nominating committee.           Appoint the committee chairpersons, including standing and ad hoc committees, in cooperation with the executive board in accordance with Article VII, Section 4 of these bylaws.           Coordinate the work of the officers and the committees of the Association in order that the objectives of the Association may be promoted.           Be familiar with the basic tenets of [Robert’s Rules of Order](http://www.rulesonline.com/).    The **vice president of fundraising** shall:             Attend all meetings of the Association and the executive board.           Act as an aide to the president.           Perform the duties of the president in that absence of that officer.           Meet and consult with fundraising committee chairs as needed.           Perform other such duties as may be delegated.           Review the monthly bank reconciliation of the Association.           Oversee existing and ad hoc fundraising efforts that support the objectives of the Association.           Provide a Plan of Work and fundraising area budget for SCA Treasurer.           Assist SCA volunteers as needed.    The **vice-president of programs and projects** shall:           Attend all meetings of the Association and the executive board.           Act as an aide to the president.           Meet and consult with programs and projects committee chairs as needed.           Perform other such duties as may be delegated.           Oversee existing and ad hoc programs and projects efforts that support the objectives of the Association.           Provide a Plan of Work and programs and projects area budget for SCA Treasurer.           Assist SCA volunteers as needed.  Create class parent and grade chair volunteer application and application review/selection process.           Through communication with the executive board, identify volunteer opportunities.           Identify, track and manage a corps of volunteers for the benefit of the Association.           Communicate the needs of the Association to volunteers, and assemble committees as needed.           Set-up a database to track volunteers, their interests and availability.           Conduct outreach initiatives to expand volunteerism in support of the Association    The **vice president of Marketing** shall:           Attend all meetings of the Association and the executive board.           Act as an aide to the president.           Meet and consult with committee chairs as needed.           Provide a Plan of Work and communications area budget for SCA Treasurer.           Oversee SCA website and send out SCA Monthly e-communications.           Oversee communications throughout the year.           Oversee SCA bulletin Board updates, Publicity/Community Relations, Hospitality.           Assist SCA volunteers as needed.    The **recording secretary** shall:             Record the minutes of all meetings of the association and the executive board.           Maintain a permanent file of the minutes, committee reports, membership lists and records pertaining to the work of the Association.           Maintain the official documents of the Association, including the bylaws and the rules of parliamentary authority.           Perform such other duties as may be delegated.           Conduct the correspondence of the Association under the direction of the president.           Maintain a file of all correspondence pertaining to the work of the Association.           Distribute the agenda to the general membership one week prior to the Association meetings.           Perform other such duties as may be delegated.    The **treasurer** shall:             Have custody of all the funds of the Association.           Balance and reconcile all accounts of the Association, work with the accounting professional retained by the Association as may be necessary to maintain such accounts, and to comply with any reporting requirements of the Internal Revenue Service or similar governmental agencies.           Present a statement of account at every meeting of the Association and at other times when requested by the executive board. These statements and reports shall be reviewed and distributed to those present at the meetings.           Present a complete annual report at the annual meeting of the Association.           Make disbursements as authorized by the president, executive board, or Association in accordance with the budget and in support of the objectives of the Association.           Make the financial records and statements available for review by the auditing committee at their biannual review in accordance with Article III, Section 9 of these bylaws.           Pay the annual dues to the North Shore Coordinating Council and any other district-wide association in which this Association is represented.    The **volunteer coordinator** shall:             Create class parent and grade chair volunteer application and application review/selection process.           Through communication with the executive board, identify volunteer opportunities.           Identify, track and manage a corps of volunteers for the benefit of the Association.           Communicate the needs of the Association to volunteers, and assemble committees as needed.           Set-up a database to track volunteers, their interests and availability.           Conduct outreach initiatives to expand volunteerism in support of the Association. |