President

The following description appears in the bylaws.

The president shall be the principal officer of the corporation and shall, in general supervise and control all of the affairs of the corporation. Unless the Board selects a Chair of the Board or another person to preside at one or more meetings of the Board, the president shall preside at all meetings of the Board of Directors. The president shall also perform other duties as may be assigned by the Board of Directors. The president shall serve as an ex-officio member of all committees. When chairing meetings, the president shall remain neutral on issues before the Board so far as possible, and shall abstain from voting on resolutions before the Board unless that vote will determine whether the resolution passes or not.

The president may sign deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated to some other officer or agent by the Board of Directors, by the bylaws or by statute.

In addition, the Board President sets the tone and helps set goals for the organization, presides at meetings, and performs other administrative duties as assigned by the bylaws.

Activities and Responsibilities:

- Represents the organization
- Presides or appoints another board member to preside at board meetings
- Prepares agendas
- Keeps order at meetings
- Is fair and impartial
- Protects the rights of others
- Removes oneself from chairing the meeting if there is a conflict of interest
- Attends training sessions or appoints another board member to attend training sessions
- Forges consensus by managing discussions, resolving conflicts and moving ahead on issues
- Cooperatively drafts annual work plan and budget
• Remains on the Board for one year following his/her presidential term, serving as a resource to the President and Board on an as needed basis.

Characteristics and Training:

• Understands the vision, mission and goals and can relate them to others
• Has a genuine desire to help the organization and commit time
• Has strong organizational skills for self and others
• Maintains a positive attitude that encourages participation and enthusiasm by others
• Respects other people's viewpoints and skills
• Asks for additional information when needed
• Good listening and communication skills
• Communicates the Board’s goals and progress to members and to the public
• Displays integrity, self-confidence, persuasiveness, decisiveness and creativity

Past President

The Past President remains on the Board for one year following his/her presidential term. This involvement provides continuity to the organization by providing historical context for issues and projects. The role of the Past President is to serve as a resource to the President and Board on an as needed basis to help ensure succession of Officers and Directors. The duties and responsibilities expected of all Board members are also expected of the Past President.

Vice-President

The following description appears in the bylaws:

In the absence of the president or in the event of the president’s inability to act, the vice-president shall perform the duties of the president. The vice-president, when acting as president, shall have all the powers of and be subject to all the restrictions upon the president. The vice-president shall also perform other duties assigned by the Board of Directors.

The vice-president is next in succession to become President and will work to develop a thorough understanding of the organization. Additionally, the vice-president shall know the responsibilities of the Secretary and Treasurer well enough to effectively support them.

Secretary

The following description appears in the bylaws:

The secretary shall perform or oversee the performance of the following duties:

a) Keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose
b) See that all notices are duly given in accordance with the provisions of these bylaws or as required by law
c) Be custodian of the corporate records

d) Ensure that all required state and federal reports are prepared and filed in a timely fashion

e) Perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors.

In addition, the Secretary keeps minutes, records, does correspondence and sends meeting notices to members and other duties as outlined by the bylaws.

Activities and Responsibilities:

- Represents the organization
- Accepts duties as assigned by president (i.e. run meetings, develop agenda items, schedule meetings)
- Takes accurate and timely minutes
- Keeps accurate legal records
- Collaborates on 990 and State of Oregon annual reports
- Notifies the community of meetings
- Utilizes training to improve effectiveness
- Handles correspondence
- Cooperatively drafts annual work plan and budget

Characteristics and Training:

- Understands the vision, mission and goals and can relate them to others
- Has a genuine desire to help the organization and commit time
- Has strong organizational skills for self and others
- Meets filing deadlines
- Maintains a positive attitude that encourages participation and enthusiasm by others
- Respects other people’s viewpoints and skills
- Asks for additional information when needed
- Good listening and communication skills
- Displays integrity, self-confidence, persuasiveness, decisiveness and creativity

**Treasurer**

The following description appears in the bylaws.

*The treasurer shall perform or oversee the performance of the following duties:*

a) Have charge of, custody of, and be responsible for all funds and securities of the corporation

b) Receive and give receipts for money due and payable to the corporation
c) **Deposit all such money in the name of the corporation in such banks or other depositaries as shall be selected in accordance with the bylaws**
d) **Oversee or conduct all financial transactions of the corporation**
e) **Prepare or assist in the preparation of required state and federal reports with regard to income and disbursements and activities of the corporation**
f) **Perform all the duties incident to the office of treasurer and such other duties as may be assigned by the president or the Board of Directors from time to time**

The Treasurer oversees transactions that involve cashflow, maintains financial records, prepares required state and federal reports and establishes financial policies and monitors adherence to the policies.

**Activities and Responsibilities:**

- Represents the organization
- Accepts duties as assigned by President (i.e., run meetings, develop agenda items, schedule meetings)
- Assist in the preparation of the annual budget, monitors the budget
- Ensure development and board review of financial policies and procedures
- Determine if policies are being followed
- Collaborates on 990 and State of Oregon annual reports
- Utilizes training to improve effectiveness
- Cooperatively drafts annual work plan and budget

**Characteristics and Training:**

- Understands the vision, mission and goals and can relate them to others
- Has a genuine desire to help the organization and commit time
- Has strong organizational skills for self and others
- Meets filing deadlines
- Maintains a positive attitude that encourages participation and enthusiasm by others
- Respects other people’s viewpoints and skills
- Asks for additional information when needed
- Good listening and communication skills
- Displays integrity, self-confidence, persuasiveness, decisiveness and creativity