



Board Member Descriptions

The officers of the corporation shall be a president, a vice-president, a secretary, a treasurer and Board Member at Large. Officers whose authority and duties are not prescribed in these by-laws shall have the authority and perform the duties prescribed, from time to time, by the board of directors. A person can not hold more than one office.

- 1. President.** The president shall serve as the chief elected officer of the **SUGAR GROVE CHAMBER OF COMMERCE AND INDUSTRY**, and shall preside at all meetings of the membership and Board of Directors. Subject to the direction and control of the Board of Directors, the president shall be in charge of the business and affairs of the corporation; and shall see that the resolution and directives of the Board of Directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the board of directors; and, in general, the president shall discharge all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors, the president may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed, and the president may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument. The Executive Director, if one is employed, shall report to the president, or his designee.
- 2. Vice-President.** The vice-president shall serve in the capacity of the president if the president is not able. The vice-president, or his designee, shall be an ex-officio of all committees.
- 3. Treasurer.** The treasurer shall be the principal accounting and financial office of the corporation. The Treasurer shall be responsible for the safeguarding of all funds received by the Chamber. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. The treasurer shall (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds and securities of the corporation, and be responsible therefor, and for the receipt and disbursement thereof; and (c) perform all the duties customarily incident to the office of a treasurer. If required by the board of directors, the treasurer shall give a bond for the faithful discharge of the duties of the treasurer in such sum and with such surety or sureties, as the board of directors shall determine. All checks will require two signatures as designated by the Board of Directors. The treasurer may delegate his or her duties. The treasurer is still responsible for overseeing, if another does the actual accounting and bookkeeping.
- 4. Secretary.** The secretary shall record the minutes of the meetings of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the corporate records and of the seal of the corporation; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the president or by the board of directors. The secretary may delegate some or all of his or her duties, with the consent of the board. The secretary shall remain responsible for overseeing others performing all or part of those duties.
- 5. Board Member at Large.** All duties that may be assigned by the Board of Directors and/or President.