



Roles of Officers

Chairman:	Provides leadership to the volunteer Board in determining that the board meets its responsibilities and goals. Serves as chief spokesperson in all Board matters. Promotes organization activities aimed at achieving its goals. Chairs the Executive Committee.
Chairman Elect:	Supports the Chairman in fulfilling the goals and objectives of the Board of Trustees with an emphasis on planning and overall mission. Strengthens leadership skills in preparation for assuming the Chairman's role. Available to assume the duties and responsibilities of the Chairman in the event the Chairman is absent or unable to perform the Chairman's duties. Serves on the Executive Committee.
Vice Chairman:	Available to assume the responsibilities of the Chairman Elect in his or her absence. Assists the Chairman in carrying out the functions of the office and the Board, with an emphasis on monitoring ongoing programs and projects. Performs specific duties designated by the Chairman. Serves on the Governance Committee and the Executive Committee.
Secretary-Treasurer:	Oversees the fiscal affairs of the organization, ensures that all financial records, audits and records from all meetings are maintained. Serves on the Executive Committee and as Chair of the Finance Committee.