

## President

The President is the Chief Policy and Executive Officer of the Chapter and its chief spokesperson. It is the duty of the President to preside at all meetings of the Chapter and of the Board of Directors; to see that the Bylaws are enforced; to call such meetings as are provided in the Bylaws to be called by him or her; to recommend to the Directors individuals to serve on standing and ad hoc committees or task forces and in other capacities, including vacancies amongst the Directors; to have general supervision over all of the affairs of the Chapter; to assure that the Chapter supports and carries out the policies of the USGBC.

The President, with the Secretary, signs all written contracts and obligations, unless otherwise delegated by the Directors to the Executive Director. The President is the Chair of the Board of Directors and presides at all meetings of the Board. As such, the President should be well versed regarding the Chapter's direction and USGBC initiatives, as well as be highly knowledgeable about the Chapter in general and more specifically regarding Board matters, issues, policies and procedures.

The President strives to achieve Board consensus on all issues following full debate and presentation of a broad range of viewpoints. Afterward, the Chair guides the Board toward speaking with "one voice".

In the absence or disability of the President, the Vice-President serves as President until such time as the sitting President is able to resume his/her duties or until the next meeting of the Directors. In the absence of the Vice-President, the Secretary/Treasurer assumes the chairmanship of the Board.

The President may delegate to the Executive Director duties as deemed advisable.

## Vice-President

The Chapter Vice-President has such duties as the Directors or President set forth. It is important to note that the Vice-President is not assumed as the successor to the President position at the conclusion of the term of the sitting President, that position to be filled by and from the sitting Board.

In the absence or disability of the President, the Vice-President serves as President until such time as the sitting President is able to resume his/her duties or until the next meeting of the Directors, including as chief spokesperson. In the absence of the Vice-President, the Secretary/Treasurer assumes the chairmanship of the Board.

The Vice-President may delegate to the Executive Director duties as deemed advisable.

## Secretary/Treasurer

This Officer position is divided into two tasks, as generally outlined below

With regard to the Secretary/Treasurer's "secretary" role, he/she is responsible for keeping a true record of all meetings of the Chapter and of the Directors. The Secretary/Treasurer gives notice of all meetings in accordance with the Bylaws. The Secretary/Treasurer has general charge of the records of the Chapter and works with and delegates to the Executive Director such duties as he/she may deem advisable. The Secretary/Treasurer, with the President, signs written contracts and obligations unless otherwise delegated by the Directors to the Executive Director, and provides surety that such official documents are signed and submitted within required deadlines so as to assure the continued viability of the Chapter.

The Secretary/Treasurer may delegate to the Executive Director duties as deemed advisable.

With regard to the Secretary/Treasurer's "treasurer" role, he/she has ultimate oversight responsibility for the finances of the Chapter and performs associated duties outlined by the Directors. He/she ensures that the accounts and banking records for each fiscal year are maintained with scrutiny and generally accepted accounting principles, and that monthly financial statements are generated for, presented to and understood by the Directors and the respective Branch Governing Councils. The Secretary/Treasurer also sees to it that the Chapter's income taxes are properly prepared by a Certified Public Accounting firm approved by the Directors, and that they are filed in accordance with IRS rules and deadlines. The Secretary/Treasurer is responsible for working with the Executive Director to present to the Directors a proposed budget for each fiscal period, and the Directors will ultimately approve a budget for each fiscal period.

The Secretary/Treasurer's assures that the approved budget and the year-end financial statements are made available upon request by any Member from the Executive Director.

The Treasurer may delegate to the Executive Director such duties as deemed advisable to keep the Chapter on a fiscal path that is safe, secure and ultimately prosperous.

## Directors

The terms of Directors are spelled out in the Bylaws, as are requirements for attendance at meetings of the Board. Also described in the Bylaws are matters of Board make-up and replacement.

The Directors have general charge and direction of the affairs and business of the Chapter; fiduciary responsibility for the Chapter's invested funds and other tangible property, with power to invest, reinvest and transfer the same at their discretion; and they consider and pass upon all questions of the appropriation of money, including the amounts to be appropriated for Branch activities, prizes, publications, and various other endeavors as set forth by their group. Directors set policy for the Chapter. Directors appoint and employ an Executive Director to provide counsel and carry out activities and expenditures as they may deem necessary or desirable for the furtherance of the purposes and affairs of the Chapter; said Executive Director serves at the pleasure of the Directors.

The Directors may delegate to the Executive Director such duties as deemed advisable.

## Branch Chairs

As our Chapter is organized around a Branch structure, the position of Branch Chair is unquestionably one of critical importance within the Chapter. The Branches operate under the auspices of and at the general direction of the Chapter and the Board of Directors, which has general charge and direction of the affairs and business of the Branches, but the activities, volunteer staffing and committee work of the Branch are under the direction and oversight of the Branch Chair.

The Branch Chair presides at all meetings of the Branch; see to that the Chapter's Bylaws are enforced; recommends to his/her fellow BGC members individuals to serve on standing and in other capacities; and assures that the Branch's endeavors are in alignment with the Chapter's Strategic Plan, Mission and Vision. The Branch Chair serves as spokesperson for the Branch and conducts an annual meeting for all members of the Branch. The Branch

Chair also has supervision responsibilities tied to the Branch's finances, and assures that the Branch's volunteers are in accordance with all Chapter policies, especially including its critical Conflicts of Interest and Code of Conduct Policies.

The Branch Chairs may delegate to the Executive Director such duties as deemed advisable.