



## Officers' Responsibilities

The Board elects its officers. Officers' responsibilities can vary among societies and co-ops, and may be defined in your bylaws or rules. Here is a general list of officers' duties you can use as a guide.

### **President or Chair:**

- Coordinates the organization's business and activities.
- Represents the society/co-op in the community and with government.
- Calls and chairs Board meetings.
- Supervises other officers in the execution of their duties.
- Works with the Secretary to prepare Board agendas.
- Signs documents (along with other officers who have signing authority).

### **Vice President or Vice Chair:**

- Works with the President or Chair, and takes on the President's responsibilities during an absence.
- Supervises and conducts the annual campaign to bring in new members.
- Arranges publicity for the Annual General Meeting.
- Signs documents.

### **Secretary:**

- Sends notices for upcoming meetings to members, within the notice period set by the Board.
- Ensures there is a quorum, or simple majority, at meetings.
- Consults with the President or Chair to prepare meeting agendas.
- Takes minutes at meetings, distributes to members and files after minutes have been adopted.
- Signs documents and is responsible for the society/co-op seal.
- Files notices and reports with appropriate agencies.
- Corresponds with society/co-op members, residents and the public, when requested by the Board.
- Maintains the corporate records of the organization.
- Maintains a register of society/co-op members, and ensures only members make motions and vote at the AGM and other general member meetings



**Treasurer:**

- Ensures the annual audited financial statements are prepared at the end of the fiscal year.
- Ensures an annual operating budget is prepared for the upcoming fiscal year.
- Explains the implications of financial transactions to the Board and members.
- Prepares and presents reports to the Board of Directors and the membership, including monthly financial statements and cash flow projections.
- Confirms expenditures are properly authorized.
- Ensures all funds received are deposited at a financial institution approved by the Board of Directors.
- Ensures accurate, up to date financial records are maintained.
- Reviews bookkeeping and financial management procedures periodically, and recommends changes if needed.
- Ensures the replacement reserve has the required funds and is appropriately invested.
- Reviews auditors and recommends one to the Board.
- Signs documents.