



## **Board of Directors: Duties and Responsibilities**

The Board of Directors is composed of 5-9 individuals who meet monthly to review, plan, and distribute resources to further the mission of the organization. Members of the Board of Directors may serve up to two consecutive terms in their respective positions. Each term is two years long and starts in January on odd-numbered years (i.e. the next term begins January 2025). Members of the Board of Directors are expected to:

- Attend the monthly board meetings (of which, four are mandatory)
- Serve on at least one committee for the organization
- Be willing to assist with special events at the organization, including but not limited to our Annual Symposium, Family Q&A Sessions, conference presentations, and fundraising events.

The Board of Directors is composed of a President, Vice President, Secretary, Treasurer, and up to five At-Large Members. At-Large Members are expected to fulfill the requirements described above.

All other positions have additional responsibilities. For more information about those responsibilities, please refer to the appropriate section below from our organization bylaws:

### **Duties of President**

The president will be the chief executive officer of the corporation and will, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. They will perform all duties incident to their office and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as chairperson of the Board of Directors, the president will preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, they will, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

### **Duties of Vice President**

In the absence of the president, or in the event of their inability or refusal to act, the vice president will perform all the duties of the president, and when so acting will have all the powers of, and be subject to all the restrictions on, the president. The vice president will have other powers and perform such other duties as may be

prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the Board of Directors.

### **Duties of Secretary**

The secretary will:

Certify and keep the original, or a copy, of these bylaws as amended or otherwise altered to date.

Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

Be custodian of the records as authorized by law or the provisions of these bylaws and duly executed documents of the corporation.

Exhibit at all reasonable times to any director of the corporation, or to their agent or attorney, on request therefore, the bylaws and the minutes of the proceedings of the directors of the corporation.

In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

### **Duties of Treasurer**

The treasurer will:

Review and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to their agent or attorney, on request therefore.

Render to the president and directors, whenever requested, an account of any or all of their transactions as treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

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