

## Chebeague Island Historical Society

### OFFICER RESPONSIBILITIES

*All officer terms are one year. Officers shall be elected at the Trustee meeting held directly after the Annual Meeting. If a vacancy occurs during the year, the replacement shall be elected at the next Trustee meeting.*

#### **President:**

- Presides over all meetings of the membership and the trustees. In his/her absence the vice-president will preside.
- Sets the agenda for the Trustee meetings and distributes at least three days in advance of the meeting.
- Presides over committee assignments.
- Conducts an orientation for new board members.
- Distributes goals and objectives for coming year to the board.

#### **Vice-President:**

- Presides over all meetings of the membership and the board in the absence of the President.
- Sits on all committees ex officio (except Nominating)
- Prepares calendar for coming year.

#### **Treasurer:**

- Collects and hold all monies due or belonging to the Society.
- Oversees all bookkeeping activities.
- Maintains full and accurate records of the accounts.
- Submit a financial report at each meeting of the board and at the Annual Meeting (with copies available for Members).
- Monitors compliance with IRS rules and regulations.
- Chairs Finance Committee.

#### **Secretary:**

- Maintains Corporate record books (paper or digital)
- Creates minutes to all membership and board meetings and submits to body for approval
- Maintain copies of official correspondence of the Society (paper or digital)
- Maintains a record of the CIHS members (paper or digital)