

## **KAWAIKINI DUTIES OF OFFICERS**

Officers shall have the authority to consult with, or designate to, other individuals such matters, powers, and duties as are necessary to execute the duties of the office. Each officer retains responsibility for any duties delegated.

### **President:**

The President shall be responsible for overseeing all activities of the Club. S/he shall be responsible for overseeing all activities delegated to the Club, to include attending all organization meetings as a representative of the Kawaikini Canoe Club. If the President cannot attend a meeting, s/he will assign attendance to the Vice President. The President shall ensure that all duties and obligations of the Club are carried out as required. The President shall make a quarterly report of his or her activities to the Membership. A copy of this report shall be made available to all members.

### **Vice-President:**

The Vice-President shall be responsible for assisting the Chair with oversight of local activities, duties and functions. S/he shall act as President in instances of the absence or illness of the President, or in instances of an unfilled vacancy. S/he shall assume other duties as requested by the President or the Membership.

### **Secretary/Treasurer:**

The Secretary/Treasurer ensures that minutes of all meetings are recorded, approved, and accessible to members. S/he shall be responsible for member meeting agendas. S/he shall ensure that timely, accurate membership lists and mailing lists are available for the Club. S/he shall be responsible for all aspects of accounting of local monies held in the local checking account.

- a. The Secretary/Treasurer shall be a signatory on all Local accounts. S/he shall review and reconcile all records for funds held for the S/he shall be responsible for preparing a budget for each fiscal year. The budget shall be presented to the Board for approval. The approved budget shall be provided to the members quarterly.
- b. The Treasurer shall be responsible for safekeeping of the Club's property. The Secretary/Treasurer shall keep accurate records of all receipts and disbursements required by the Club. S/he shall make reports to the Board as requested. A copy of this report shall be made available to all members.