

FFA OFFICER JOB DESCRIPTIONS

(from Bylaws) 6.3 **President.** The President shall preside at all meetings of the Board of Trustees. The President shall develop the agenda for meetings with the assistance of the officers and shall be an ex-officio member of all committees. The President shall appoint the members and chairpersons of all standing and ad hoc committees, with the advice and consent of the Board of Trustees. The President shall also perform such other duties as shall from time to time be assigned by the Board.
(Susan's list)

- 1. Presides at all board meetings**
- 2. Meets with Executive Director to plan agenda and discuss issues**
- 3. Attends committee meetings ex officio**
- 4. Is signatory on financial accounts, signs audit documents**
- 5. Conducts annual review of Executive Director**
- 6. Convenes Executive Committee meetings as needed**
- 7. Represents the Foundation when formal representation needed.**

6.4 **Vice President.** The Vice President shall have such powers and duties as may be assigned by the Board of Trustees. In the absence of the President, the Vice President shall preside at all meetings and in general perform the duties of the President. The Vice President may assume some tasks of the President to share the load, such as Executive Director evaluation. The Vice President may become the next President.

- 1. Serves as President in absence of President**
- 2. Assume other tasks of the President when requested**

6.5 **Secretary.** The Secretary shall be in charge of such of the corporation's books, documents and papers as the Board of Trustees may determine, and shall take or cause to be taken the minutes of all meetings. The Secretary shall attend to the giving and serving of all notices of the corporation. The Secretary shall perform all the duties customarily incident to the office of the Secretary, subject to the control of the Board and shall perform such other duties as shall from time to time be assigned by the Board.

- 1. Reviews draft minutes of Board of Trustees meetings prepared by, or at the direction of, the Executive Director and provide any comments.**
- 2. Signs corporate documents as "Secretary," for example to certify corporate resolutions to a third party or to attest an officer's signature on a contract.**
- 3. Be aware of where corporate documents are stored and how to access them.**

6.6 **Treasurer.** The Treasurer shall have the custody of all funds and securities of the corporation which may come into the Treasurer's hands. The Treasurer shall keep or cause to be kept full and accurate accounts of receipts of the corporation in the name and to the credit of the corporation in such banks or depositories as the Board may designate. Whenever required by the Board, the Treasurer shall render a statement of accounts. The Treasurer shall, upon request, exhibit the corporation's books and accounts to any trustee of the corporation at a reasonable time at the offices of the corporation. The Treasurer shall, in general, perform all duties incident to the position of Treasurer, subject to the control of the Board.

- 1. Oversees foundation investments**
- 2. Signatory on all financial accounts**
- 3. Attends meetings with investment managers**
- 4. Clerks Finance Committee meetings**
- 5. Authorizes all grants and fund transfers with JP Morgan**
- 6. Reviews budget, profit + loss, balance reports**
- 7. Provides financial reports to board**
- 8. Signs required documents for audited financial report.**

6.7 Assistant Treasurer. The Assistant Treasurer will be learning the role of Treasurer, becoming aware of the accounts, investments, reports and committee activities. The Assistant Treasurer may become the next Treasurer, and may perform the duties if the Treasurer is unable to do so.

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1. Attends Finance Committee meetings

2. Becomes familiar with accounts, investments, reports

3. Attends meetings with investment managers

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