

**FRIENDS OF SCHOOL OF THE ARTS FOUNDATION
Officer Job Descriptions and Expectations**



OFFICER TERMS

Current FoSOTA Directors are eligible to serve as an Officer. The Officers shall be elected annually by the Board. Each Officer shall serve for a term of two (2) years or until the election and qualification of his/her successor. Officers may serve up to three (3) consecutive terms. Should an officer position be vacated prior to the end of the term, the Board shall elect a replacement to fill the remainder of the term.

No individual shall be eligible for election as an Officer unless he or she was a member of the Board for the year immediately preceding such election.

Officer's may be removed, either with or without cause, by the Board of Directors at any time. Any officer may resign by providing written notice to the Board of Directors.

EXECUTIVE COMMITTEE

The Executive Committee shall supervise activities during the intervals between the meetings of the Board. The Executive Committee shall consist of the President, Vice President(s), Secretary and Treasurer, as well as such additional members as may be appointed from time to time.

Major responsibilities:

- Monitor performance of all Board-created committees.
- Make necessary decisions on behalf of the Board; between board meetings and under circumstances when a full board meeting is not possible. All decisions are subject to review by the full Board at the next meeting.
- Lead recruitment and orientation of new board members; document that each members undergoes training on roles and responsibilities.
- Coordinate Board's annual performance review process.
- In collaboration with full Board, develop future board meeting topics that are valuable to the Board and FoSOTA.

PRESIDENT

Major responsibilities:

- The President shall be the chief executive officer and shall preside at all Board and Executive Committee meetings.
 - Foster and protect a safe environment for open communication and inquiry; ensure due process.
 - Hold the general supervision over the business affairs and property of FoSOTA and over its officers.
 - Submit an Annual Report at the close of each fiscal year as to the operations for the preceding year.
 - Have the authority to execute contracts and agreements, authorized by the Board of Directors.
 - Assist Executive Director in preparing agenda for board meetings and provide notice of meetings.
 - Coordinate Executive Director's annual performance evaluation.
 - Act as an alternate spokesperson for the organization.
 - Appoint a Nominating Committee, as appropriate.
 - Assign the Chairperson of each sub-committee, as appropriate.
 - Periodically consult with board members on their roles and help them assess their performance. Notify board members who are not fulfilling their responsibilities and document outcome.
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PAST PRESIDENT

- The Past President provides historical insight and continuity of leadership; advise and support current President, as needed.
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VICE PRESIDENT(S) 2

Major responsibilities:

- In the event of the absence of the President or the inability of the President to act, the Vice President(s), in the order designated by the Board of Directors, shall discharge the duties of the President.
- Assists the President on the above or other specified duties
- Serve as president-elect and move into the President position at the end of the current President's tenure.

SECRETARY

Major responsibilities:

- Maintain the books and records, all of which shall be available for inspection by any Director, his agent or attorney, at all reasonable times.
- Keep a book of minutes involving all meetings of the directors and Board committees.
- Provide notices of all meetings in accordance with the provisions of the Bylaws or as required by law.
- Affix the FoSOTA seal to any instrument requiring the same, when so authorized by the Board of Directors.
- Perform all duties related to the office of Secretary and such other duties as may be required by law, by FoSOTA Bylaws, the Articles of Incorporation, or as assigned by the Board of Directors.

Note: The Secretary may not serve as President or Chairperson of the Board.

TREASURER / CHIEF FINANCIAL OFFICER

Major responsibilities:

- Keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and the business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any Director.
- Deposit, or cause to be deposited, all moneys and other valuables in the name and to the credit of FoSOTA with such depositories as may be designated by the Board of Directors.
- Disburse the funds as ordered by the Board of Directors.
- Render to the President and the Directors, upon request, an account of all transactions carried out as Treasurer, and of the financial condition of FoSOTA.
- Produce a Treasure Report for monthly board meetings.
- Review the annual audit and answer board member questions regarding the audit.
- Chairs the Finance Committee.
- Provide an overview of fiscal operations and make appropriate recommendations to the Board.
- Perform such other duties as required by law or as prescribed or required from time to time by the Board of Directors.

Note: The Treasurer may not serve as President or Chairperson of the Board