

Board of Directors Addendum

The Chairperson. The Chairperson shall be the chief executive and administrative officer of the Association and shall have general and active supervision and direction over the business and affairs of the Association and over its several officers, subject, however, to the direction and control of the Board of Directors. The specific responsibilities for this role are listed below:

- Lead the Association in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.
- Craft an agenda and preside over all Board of Director meetings and general membership meetings.
- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Appoint committees
- Sign & countersign all certificates, contracts, and other instruments of the Association.

The Vice-Chairperson. It shall be the duty of the Vice-Chairperson to preside at meetings of the club and the board in the absence of the Chairperson and to perform other duties as ordinarily pertain to the office of Vice-Chairperson. The specific responsibilities for this role are listed below:

- Assist in all responsibilities outlined above for The Chairperson.
- Craft an agenda and preside over all Board of Director meetings and general membership meetings that the Chairperson is unable to attend.

The Secretary. The Secretary shall keep or cause to be kept in books provided for the purpose, minutes of the meetings of the Association and of the Board of Directors; shall see that all notices are duly given in accordance with the provision of these By-Laws, and as required by the law; shall be custodian of the records of the association; and in general, shall perform all duties incident to the office of Secretary and such other duties as may, from time to time, be assigned to him or her by the Board of Directors. The specific responsibilities for this role are listed below:

- Record meeting minutes for both the Board of Directors meetings and general membership meetings.
- Handle all internal communications for the Board of Directors.
- Communicate with Board of Directors to schedule upcoming meetings for both the Board and general members at least seven (7) days prior.

The Treasurer. The Treasurer shall be the financial officer of the Association; shall have charge and custody of, and be responsible for, all funds of the Association, and deposit all such funds in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; shall receive, and give receipts for, monies due and payable to the Association from any source whatsoever; and in general, shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Board of Directors or by the Chairperson. The specific responsibilities for this role are listed below:

- Maintain a running ledger and financial records of all accounts held by the Association.
- Coordinate closely with the Membership Director and Fundraising Director to project accurate financial data for fiscal periods.
- Prepare the annual budget for presentation at the annual meeting.
- Provide regular updates as to the standing of accounts at meetings.
- Facilitate payment of funds to any and all vendors working with the Association.
- Facilitate deposit of funds from fundraising and membership drives.
- Report accounts and their standing at monthly member meeting.

The Media Director. The Media Director shall be responsible for all external communications from the Association to the public. They shall work at the direction of the Chairperson and Board of Directors to align media outreach in print, online, and other venues with internal strategic planning. They shall work closely with the Membership Director and Fundraising Director to implement marketing strategies. The Media Director shall also perform such other duties as from time to time may be assigned to him or her by the Board of Directors or by the Chairperson. The specific responsibilities for this role are listed below:

- Update websites, social media and any other online communication tools regularly.
- Coordinate with the Board of Directors to align marketing strategies with the Association's initiatives.
- Maintain a marketing list to further the reach of the Association.
- Craft and submit regular press releases to local media outlets to update the public.

The Membership Director. The Membership Director shall be responsible for recruitment and retention of members for the Association. He or She will coordinate with the Board of Directors to identify strategic membership benchmarks and ensure the continuous and sustainable growth of the Association through these efforts. The Membership Director will also perform such other duties as from time to time may be assigned to him or her by the Board of Directors or by the Chairperson. The specific responsibilities for this role are listed below:

- Recruit new members throughout the calendar year.
- Deliver new members membership packets outlining benefits and resources.
- Run membership drives at the end of the calendar year to ensure that members renew in January.

The Fundraising Director. The Fundraising Director shall be responsible for raising funds through means outside of membership fees. They shall coordinate closely with the

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Membership Director and the Treasurer to ensure that the financial needs of the Association are being met. He or she will coordinate with any and all committees to ensure that any community initiatives such as beautification, events, scholarships and more are fully funded. The Fundraising Director will also perform such other duties as from time to time may be assigned to him or her by the Board of Directors or by the Chairperson. The specific responsibilities for this role are listed below:

- Collaborate with committees appointed by the Chairperson.
- Work with Board of Directors to identify strategic fundraising initiatives.
- Coordinate with Membership Director and Treasurer to ensure funding for the Association's future.