

ALPHA OMICRON PI

Foundation

AOII Foundation Board Officer Position Descriptions

President. The President shall be the chief executive officer of the Foundation. The President will be elected from members currently sitting on the Board of Directors. She shall serve as Chairman of the Board of Directors with vote. Additionally, the president shall:

- Preside at meetings of the Foundation Members and Board of Directors.
- Report to members of the Foundation at the regular meeting.
- Appoint standing and special committees with the approval of the Board of Directors.
- Serve as an ex-officio member of all Foundation standing and special committees, with the exception of the nominating committee.
- Assign specific areas of responsibility to Board members in accordance with the Charter and Bylaws and with the approval of a majority of the voting members of the Board of Directors.
- Serve as liaison between the Board of Directors and the Executive Director of the Foundation.
- Conduct the annual performance review of the Executive Director with one additional Board member. In advance of the review, the entire Board will discuss review expectations and give input to the President. The entire Board will be apprised of the review outcome following the review meeting.
- Perform all duties incident to the office of President of the Foundation, and other duties as may be prescribed by the Board of Directors.
- If the President is unable to serve or is absent for any reason, the Board shall appoint an interim substitute from among its members.

Secretary. The Secretary shall:

- Record and sign minutes of all meetings of the Foundation Members and Board of Directors (or delegate same).
- Record all votes of the Foundation Members and Board of Directors (or delegate same).
- Report action taken by the Board of Directors to Members of the Foundation, Foundation staff, and all other persons designated by the Board of Directors (or delegate same).
- Have oversight of all records of the Foundation (except financial records), which shall be maintained at the offices of the Foundation.
- Have oversight of any seal of the corporation, which shall be maintained at the offices of the Foundation.
- Maintain a register of the post office and email address of each member of the Board of Directors, which addresses shall be furnished to the Secretary by each Director.

- Serve as liaison between the Board of Directors and the Board Development and Governance Committee.
- Perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to the Secretary by the President or by the Board of Directors.

Treasurer. The Treasurer shall:

- Have the primary responsibility for all funds, securities, and financial records of the Foundation.
- Direct the preparation of the financial report presented to the Members of the Foundation at their regular meeting, and the periodic financial reports requested by the Board of Directors.
- Serve as chairman of the budget/finance committee and submit the annual budget to the Board of Directors for approval.
- Be responsible for submitting the financial records of the Foundation annually for audit by the independent Foundation auditor.
- Serve as liaison between the Board of Directors and the Foundation controller.
- Perform all duties incident to the office of Treasurer of the Foundation, and other duties as may be prescribed by the President or the Board of Directors.