

## **CRC Officer Duties**

Each year, at a meeting after the Annual Meeting, the board elects the following officers: Chair, Vice Chair, Internal Relations Officer, External Relations Officer, Secretary, Treasurer, and Past Chair (if the person who previously served as chair wants to serve in that role). All officers are elected to a one-year term.

Excerpts from the CRC Bylaws about duties and responsibilities of officers:

### **4.2 Purpose**

The Officers shall

- A. Actively attend and participate in Board meetings.
- B. Exercise limited powers of the Board of Directors in the case of a crisis or other urgent circumstances (See Policies and Procedures for acceptable situations).
- C. Execute actions delegated to it by the Board.
- D. Serve as consultants to the Executive Director on matters not falling within the purview of committees.
- E. Immediately report to the Board and Executive Director by email any actions taken to respond to an urgent situation.

### **4.7 Functions**

#### **4.7.1 Chair**

- A. The Chair functions as President and Chief Executive Officer of the CRC.
- B. The Chair shall implement the decisions of the Board.
- C. The Chair shall preside over the General Membership meetings and the monthly Board meetings.

#### **4.7.2 Vice Chair**

The Vice Chair functions as Chair and Chief Executive Officer in the absence of the Chair and shall perform such other functions as the Board, Chair or Group of officers specify.

#### **4.7.3 Past-Chair**

- A. The Past-Chair functions to provide continuity and reference for the Chair and other officers.
- A. The Past Chair is the Chair who served in the immediate past year.
- B. In the occasion the Past-Chair cannot or chooses not to serve, no person shall be appointed to the position.

#### **4.7.4 Internal Relations Officer**

The Internal Relations Officer monitors internal organizational activities and procedures to provide reasonable assurance that operations support the mission and Board directives.

#### **4.7.5 External Relations Officer**

The External Relations Officer monitors organizational activities or procedures with external parties or agencies to provide reasonable assurance that operations support the mission and Board directives.

#### **4.7.6 Secretary**

- A. Works with staff to assume duties as appropriate to ensure all records and lists are current.
- B. Maintains online repository of all CRC legal and governance documents (this excludes responsibility for committee reports).
- C. Ensures minutes of the Board of Directors meetings are recorded.

#### **4.7.7 Treasurer**

Ensures all financial information is compiled, reviewed, approved, reconciled and reported to the membership.