

## **APPENDIX 'B'**

### **DUTIES OF THE EXECUTIVE OFFICERS**

#### **President:**

- shall be the Chief Executive Officer of the Chapter and shall have general supervision, direction, and control of the business and affairs of the Chapter;
- shall sign any and all contracts or other special agreements on behalf of the Chapter as directed by the executive unless a specified contract or agreement is delegated to a Chapter member with the approval of the executive;
- shall preside over and direct all business and executive meetings;
- shall be a member of all standing and ad hoc committees established by the executive.

In the event that the President will not be available for a business or executive meeting, and there is no elected Vice-President, the President shall appoint an executive member to direct the meeting in his or her place.

#### **Vice-President:**

- shall perform all the duties of the President in the President's absence and, when so acting, shall have all the powers and responsibilities of the President as listed;
- shall act as an aide to the President at all other times and have secondary signing authority with the Treasurer for the Chapter account(s).

#### **Secretary:**

- shall attend all meetings of the Chapter, record the minutes of those meetings and give notice of all meetings to the Communications Director;
- shall maintain all records and correspondence of the Chapter;
- shall certify and file amendments and revisions to the Constitution;
- shall compile copies of the minutes of all previous meetings filed in such a way as to be available for reference during meetings and at other times;
- shall write all official correspondence for the Chapter such as "Thank-you" and "Follow-up" letters for auction items and other donations, prepare any special awards or certificates as directed, and notify Trout Unlimited Canada and other affected parties of changes to the executive and/or the operations of the Chapter;
- shall be primarily responsible to ensure that the current executive upholds the Chapter Constitution at all times. Any breach in protocol shall first be brought forward to the Executive to govern itself by this document and, if resolution cannot be found, it shall be the responsibility of the Secretary to report any infractions back to the membership at large for further discussion;
- shall ensure that information on the Chapter's activities and finances is forwarded to Trout Unlimited Canada as required.

In the absence of the Secretary from any meeting of the Chapter, the presiding officer shall appoint a Secretary pro-tempore.

**Treasurer:**

- shall keep a correct accounting of the Chapter's business transactions;
- shall deposit all monies and other assets in the Chapter's depository, disburse the funds of the Chapter, and shall render to the President an accounting of the Chapter's assets and liabilities when requested;
- shall incur no obligation, debt, or other liabilities without specific approval;
- shall directly receive all revenues for the Chapter and shall make the appropriate deposits and withdrawals (for expenses incurred) and maintain the account(s) of the Chapter;
- shall prepare and present a brief financial statement to the general membership at every second business meeting of the Chapter and at any executive meeting if so requested;
- shall have co-signing authority, prepare all cheques for expenses and gather receipts as required. All signing is to be done in conjunction with the office of the Vice-President or of the President if so directed by the executive;
- shall ensure that any operating expenditures over \$750 are approved by the Chapter membership by a "majority show of hands" vote;
- shall co-ordinate all Treasurer related activities with Trout Unlimited Canada and ensure that the Chapter adheres to the financial requirements specified in the Trout Unlimited Chapter Charter.

**Membership Director:**

- shall be responsible for providing information on the membership process and providing orienting assistance to help new members transition into the Chapter;
- shall maintain a database of all Chapter members in good standing to be shared only with the Chapter executive. Member information may be distributed beyond the executive only with the chosen consent of the that member;
- shall, where appropriate, contact members who unexpectedly cease to attend meetings to encourage that member's renewed attendance or to convey messages on behalf of the membership;
- shall co-ordinate all Membership Director related activities with Trout Unlimited Canada.

**Communications Director:**

- shall provide timely information to members on upcoming meetings and other club activities via the Chapter's website;
- shall assist in promotions of key events;
- shall arrange for the preparation of Chapter brochures and any other special publications as needed;
- shall provide information on Chapter activities as and when needed to Trout Unlimited Canada, other organizations and the public.

**Program Director:**

- shall secure guest speakers and coordinate activities for weekly meetings with input from the membership and executive;
- shall provide information on upcoming meetings to the Communications Director for purposes of communication to members and others as appropriate.

**External Events Coordinator:**

- shall plan and coordinate any activities approved by the executive involving Chapter participation in events other than regular weekly meetings and shall chair any committees established for such purposes.