

Mount Baker Community Club

LEADERSHIP AND OFFICERS EXPECTATIONS

CLUB LEADERSHIP:

Chair of the MBCC Board

The President of the Corporation, is an elected position, in accordance with the MBCC by-laws, and will serve as the Chair of the Board. The President/ Chair of the Board will be elected annually, with the expectation of serving a two-year term.

The responsibilities of the Chair of the Board are to convene and chair meetings of the Board and of the Executive Committee; to work with the Chairs of the Committees to develop the agendas for meetings; to vote to break a tie; to represent the voice of the Board to the broader community, and to be the public face of the Board.

Vice-Chair of the Board

The Vice-President of the Corporation is an elected position, in accordance with the MBCC by-laws, and will serve as the Vice-Chair of the Board. The Vice-President/Vice-Chair of the Board will be elected annually, with the expectation of serving a two-year term, and of succeeding the sitting Chair.

The Vice-Chair of the Board has the responsibility of performing those functions of the Chair in the event of the absence, incapacitation, or removal of the Chair.

Chair of the Finance Committee

The Treasurer of the Corporation is an elected position, in accordance with the MBCC by-laws, and will serve as the Chair of the Finance Committee.

The Finance Committee has the responsibility to develop, review and advise on the preparation of budgets and to ensure the preparation of financial reports and audits; to review and advise on investment policies and performance; to review and advise on insurance policies and amounts of coverage; and to monitor and coordinate with advisory committees for which the Club provides oversight and administrative services and independent groups for which the club acts as fiscal agent.

CORPORATE OFFICERS:

President

After receiving direction from the Board, has signatory authority for binding the Corporation for legal transactions, such as loans, real estate transactions and the like. Has authority to sign authorizations for expenditures that are part of an approved budget, or are in accordance with an approved action of the Board.

Vice-President

In the event of the absence, incapacitation or removal of the President, and after receiving direction from the Board, has signatory authority for binding the Corporation for legal transactions, such as loans, real estate transactions and the like. Has authority to sign authorizations for expenditures that are part of an approved budget, or are in accordance with an approved action of the Board.

Secretary

Through the office of Chair of the Governance Committee, the Secretary has the responsibility for keeping the records of the Corporation (including all Policies, Procedures and Actions of the Board) in accordance with the laws of the State of Washington; sees that all meeting notices are given in accordance with the By-laws, and ensures that minutes of the meetings of the Corporation are kept. In the absence (not due to the inconvenience) of the President, Vice-President and the Treasurer, has authority to sign authorizations for expenditures that are part of an approved budget, or are in accordance with an approved action of the Board.

Treasurer

Through the office of Chair of the Finance Committee, the Treasurer has the responsibility for ensuring the preparation and presentation of periodic budgets and progress reports for approval by the Board; ensures that audits and tax returns are prepared and submitted in a timely fashion; ensures that the financial records of the Corporation are kept and maintained. Has authority to sign authorizations for expenditures that are part of an approved budget, or are in accordance with an approved action of the Budget.