



2020 Cobb Challengers - Expectations of Elected Officers

The following officers will be elected:

President (2 Year Term) - Refer to Bylaws Article 3.01

Preside as Chair at all meetings of the Board and all meetings of the members; Be subject to the control of the Board, supervise the affairs of the Club and the activities of the Directors; Appoint all committee chairpersons not otherwise provided for and shall see that all Directors and Committees perform their respective duties; Execute such contracts, in conjunction with the current Program Director; May authorize and sign checks for amounts up to five hundred dollars and co-sign, with the Treasurer or Program Coordinator; Perform all duties incident to his/her office and such other duties as may be required; Coordinate Holiday Party and End-of-Year Party with Vice-President; Share 50% of at-home meet requirements with the Vice President.

Vice President (1 Year Term) - Refer to Bylaws Article 3.02

In absence of the President, or in the event of his/her inability to act, the Vice President shall perform the duties of the President, and when so acting shall have the powers of and be subject to the restrictions of the President; Performs all duties incident to his/her office and such other duties as may be required by law, required by the Bylaws, or which the Board may assign; Share 50% of at-home meet requirements with the President; Coordinate Holiday Party and End-of-Year Party with President

Secretary (1 Year Term) - Refer to Bylaws Article 3.03

Certify and maintain electronically a current copy of the Bylaws, the Club Membership book, and a book of the minutes of all meetings of the Officers, Directors and of the Members; Make available, at all reasonable times, to any member of the Club the Bylaws, Handbook, and minutes to all meetings; Ensure that all notices and agendas for meetings are posted or given in accordance with the provisions of the Bylaws or as required by law; Keep a list of non-eligible voting Directors/Members for all meetings and notify the Executive Committee and Board at their respective meetings of such circumstances; Record minutes of all meetings; Keep at the principal office of the Club and affix the seal as authorized by law to execute documents of the Club; May maintain a copy of records and corporate charter of the Club; Conduct the Club's general correspondence; Performs all duties incident to his/her office and such other duties as may be required by law, required by the Bylaws, or which the Board may assign.

Treasurer (2 Year Term) - Refer to Bylaws Article 3.04

May have charge of, and be responsible for, all funds of the Club and deposit all such funds in the name of the Club in such bank as shall be selected by the Board; Chair the financial committee; may receive, and give receipt for monies due and payable to the Club from any source whatsoever, in conjunction with the Program Director; May disburse the funds of the Club as may be directed by the Board and prescribed by these Bylaws and current budget, taking proper vouchers for such disbursements; May sign checks for amounts up to five-hundred dollars and co-sign, with the President or Program Director, all checks in excess of five hundred dollars; May keep and maintain adequate and correct accounts of the Club's properties and business transactions; Attend all home meets or appoint someone from the finance committee to attend in his/her absence to provide all necessary monetary transactions for the club during the meet; Performs all duties incident to his/her office and such other duties as may be required by law, required by the Bylaws, or which the Board may assign.