

BYLAW NO. 4 – RESPONSIBILITIES OF OFFICERS AND DIRECTORS

I. SPECIFIC RESPONSIBILITIES

- 1.01 The President shall:
- (a) be responsible for:
 - (i) convening, setting agendas and chairing General Meetings of members, meetings of the Board of Directors, and meetings of the Executive Committee;
 - (ii) managing the affairs of the Association between General Meetings of members, meetings of the Board of Directors, and meetings of the Executive Committee;
 - (b) represent the Association and act as its spokesman;
 - (c) be elected to no more than two consecutive one year terms.
- 1.02 Both Vice-Presidents shall:
- (a) be responsible for the strategic and action plans, including
 - (i) organizing a major review every of the strategic plan every five years;
 - (ii) producing a three year action plan and updating it annually;
 - (iii) compiling performance data; and
 - (iv) reporting on targeted and attained results; and
 - (b) yield to the more senior (*in terms of years served as a Director*) Vice-President:
 - (i) the exercise of duties and functions of the President in the absence of the President;
 - (ii) succession to the position of President, with all of its responsibilities and powers, in the event that the President ceases to hold office before the expiration of his term.
- 1.03 The Secretary/Treasurer shall be responsible for:
- (a) tabling financial statements supported by the Executive Director;
 - (b) preparation and presentation of an annual budget for ratification by the Board of Directors in collaboration with the President and the Executive Director;
 - (d) ensuring that notices are sent on a timely basis;
 - (e) finalizing the contents of minutes of meetings prior to their distribution;
 - (f) maintaining a log of follow-up action or pending business;
 - (g) liaising with directors and committee chairs for matters which need to be reported back to the Board of Directors or the Executive Committee;
 - (h) communicating information relating to Association meetings; and

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- (i) replying to all ordinary correspondence.
- 1.04 The alumni representative to the Board of Governors of Lakehead University shall be responsible for:
- (a) representing the interests and concerns of the Association to the Board of Governors; and
 - (b) reporting to the Board of the Directors on the activities of the Board of Governors.
- 1.05 The immediate past president shall act as a senior advisor to the Board of Directors and will also chair the Nominations Committee.

II. GENERAL RESPONSIBILITIES

- 2.01 The Board of Directors or Executive Committee may, from time to time, assign such other responsibilities to directors as it may deem desirable.
- 2.02 Every member of the Association Board of Directors will serve on a minimum of one committee.