

Greater Cincinnati Orchid Society

Duties of Officers Policy

The Members of the Greater Cincinnati Orchid Society (GCOS) shall elect officers among those elected to the Board of Directors. The titles and responsibilities of the officers shall be as follows:

President

The President presides at all regular and special meetings of GCOS and of the Board of Directors. The President shall appoint the chairs and members of all advisory committees. The President is an ex-officio member of all committees, without vote, and not counted for purpose of quorum. The President exercises general supervision over the operations of the Society.

Vice President

The Vice President performs the duties of President when the President is unable, for whatever reason, to perform those duties. The Vice President manages the annual conflicts of interest declarations and oversees fundraising processes and reporting.

Treasurer

The Treasurer collects dues and other revenues, maintains the financial records and accounting books, manages GCOS accounts and investments, disburses funds in accordance with GCOS policies, prepares and files GCOS income tax returns and various other filings required by the state and federal government, and prepares monthly and annual financial reports.

Secretary

The Secretary maintains all GCOS correspondence and membership records and manages the annual membership process. The Secretary keeps written records of all Board meetings and membership business meetings. The Secretary is responsible for publication of the GCOS bulletin and maintenance of the web site and assures that required information is available to the public.

Succession of Officers

The Vice President shall succeed the President in the event the President is unable to finish the term of office and shall serve until the next election. After that, the order of succession is Treasurer, and then Secretary.

Immediate Past President

The Immediate Past President shall be appointed by the Board of Directors and shall serve in an advisory capacity to the Board, unless that person has been independently elected as a Director by the Members, in which case the

Immediate Past President shall hold the rights and responsibilities the same as any other Director.

Adopted by the Board on April 7, 2009