

CRC Officer Duties

Excerpts from the CRC Bylaws about duties and responsibilities of officers:

4.2 Purpose

The Officers shall

- A. Actively attend and participate in Board meetings.
- B. Exercise limited powers of the Board of Directors in the case of a crisis or other urgent circumstances (See Policies and Procedures for acceptable situations).
- C. Execute actions delegated to it by the Board.
- D. Serve as consultants to the Executive Director on matters not falling within the purview of committees.
- E. Immediately report to the Board and Executive Director by email any actions taken to respond to an urgent situation.

4.3 Size and Composition

The Officers shall consist of seven (7) elected seats or six (6) should the Past-Chair choose not to or be unable to serve. The Officers shall consist of:

- Chair
- Vice Chair
- Internal Relations Officer
- External Relations Officer
- Secretary
- Treasurer
- Past Chair

4.4 Term

Officer positions are held for one year. Officers serve until a new officer is elected, unless the person is no longer a Board member.

4.5 Vacancies

- A. Office of the Chair: The Vice Chair shall assume the office of Chair if the Chair is unable to serve due to health issues or resignation.
- B. All Other Offices (with the exception of Past Chair): The Board shall elect a successor. Officers who are elected to fill a vacancy serve the remainder of the term.

4.6 Resignation

- A. An officer may resign at any time.
- B. Resignation from the officers shall not constitute resignation as a Board member.

4.7 Functions

4.7.1 Chair

- A. The Chair functions as President and Chief Executive Officer of the CRC.
- B. The Chair shall implement the decisions of the Board.
- C. The Chair shall preside over the General Membership meetings and the monthly Board meetings.

4.7.2 Vice Chair

The Vice Chair functions as Chair and Chief Executive Officer in the absence of the Chair and shall perform such other functions as the Board, Chair or Group of officers specify.

4.7.3 Past-Chair

- A. The Past-Chair functions to provide continuity and reference for the Chair and other officers.
- A. The Past Chair is the Chair who served in the immediate past year.
- B. In the occasion the Past-Chair cannot or chooses not to serve, no person shall be appointed to the position.

4.7.4 Internal Relations Officer

The Internal Relations Officer monitors internal organizational activities and procedures to provide reasonable assurance that operations support the mission and Board directives.

4.7.5 External Relations Officer

The External Relations Officer monitors organizational activities or procedures with external parties or agencies to provide reasonable assurance that operations support the mission and Board directives.

4.7.6 Secretary

- A. Works with staff to assume duties as appropriate to ensure all records and lists are current.
- B. Maintains online repository of all CRC legal and governance documents (this excludes responsibility for committee reports).
- C. Ensures minutes of the Board of Directors meetings are recorded.

4.7.7 Treasurer

Ensures all financial information is compiled, reviewed, approved, reconciled and reported to the membership.