

Yellow Springs Senior Citizens
Responsibilities of Officers of the Board of Trustees
(YSSC Bylaws: 6/2019)

President: shall preside at all meetings of the Board of Trustees and at the Annual Meeting, propose the agendas for meetings, including items received from individual Trustees, appoint Trustees to serve on and, where needed, to chair the Standing Committees of the Board, and represent the organization in the community.

Vice-President: shall assist the President, assume the duties of that office in the President's absence, and chair the Board Development Committee.

Secretary: shall notify Trustees of the time, place, and agenda of all Board meetings, shall oversee the recording of the minutes of all Board, Annual, and Special Meetings, and oversee the maintenance of the minutes and records of the Board.

Treasurer: shall have oversight of all funds of the organization, make quarterly reports to the Board and an annual report to the Membership, and chair the Budget and Finance Committee.