

LWFR Auxiliary Current Board of Directors & Officer Duties

President

- The President shall also serve as Board Chair.
- Shall develop Meeting Agenda in accordance with Section 5.3 and conduct monthly meetings in accordance with Agenda.
- Oversee all operations of the Auxiliary.
- Act as a liaison between the Auxiliary and the LWFRFA.
- Appoint Committees to assist in conducting of Auxiliary business.
- Co-sign all business correspondence.

Vice President

- The Vice President shall also serve as Board Vice Chair.
- In the absence, or disability of the President shall perform the duties of the President.
- When so acting shall have all the powers of and be subject to limitations upon the President, the Board and the Bylaws.
- The Vice President be the point of contact for new fundraising.
- The Vice President shall oversee the operation of and Chair the Facilities Committee.

Secretary

- The Secretary shall keep, or cause to be kept, a book of Minutes at the Office of the Auxiliary or in such other place as the Board may order, of all Meetings of Board Members and the Membership, of the time and place of holding, the names of those present at the Meetings and the proceedings of each Membership Meeting and Special Membership Meetings.
- Shall keep, or cause to be kept, all Articles of Incorporation and Bylaws as amended to date.
- Shall carry on all correspondence and communications necessary to the operation of the Auxiliary and shall be responsible for notifying all Members of the time and place of each meeting in accordance with Article 5.2.
- Shall maintain the Membership Roster and call list.

Treasurer

- The Treasurer shall keep, or cause to be kept, all financial records.
- Shall file, or cause to be filed, all State and federal Tax Forms in a timely manner.
- Shall give a report at each Meeting as to the status of the Auxiliary finances.
- Shall present any capital expenses to be voted on.
- Shall be responsible for the safekeeping of all funds belonging to the Auxiliary and to maintain a checking account requiring three officer's signatures on file with the bank and two officer's signatures on each check written on behalf of the Auxiliary for any amount over \$50.00.

Public Information Officer

- The Public Information Officer shall help develop and oversee the policies, procedures and practices by which the Auxiliary will conduct its public relations with the community and the CCFD#9.
- Shall be responsible for news letters or press releases published to reflect the events and accomplishments of the Auxiliary with the approval of the President.
- Shall work closely with the LWFRFA point of contact to ensure continuity of mutual information.

At-Large Board Members

- The President may from time-to-time delegate, with the Boards majority consent, At-Large Board members to a specific task, or assignment on behalf of the Auxiliary.