

STARK COUNTY EDUCATION FOUNDATION

OFFICER RESPONSIBILITIES

<p>PRESIDENT</p>	<p>*Act as the principal executive officer of the Foundation.</p> <p>*Subject to the discretion and control of the Foundation Board, have general supervision, direction and control of the business and affairs of the Foundation.</p> <p>*Perform all duties incident to the office of president and such other duties as may be assigned to him or her by the Foundation Board, such as</p> <ol style="list-style-type: none">1. Schedule and preside over meetings;2. Set meeting agendas;3. As necessary, co-sign checks for Foundation expenditures;4. Create committees and appoint members;5. Adhere to approved Bylaws, rules, regulations, and procedures; and6. Advise the Board of Education of any changes in rules, regulations, procedures, or membership. <p>*Execute for the Foundation contracts, deeds, mortgages, bonds, or other instruments which the Foundation Board has authorized (as described in the Bylaws, Article 5 Section 3).</p> <p>*Vote securities which the Foundation is entitled to vote (as described in the Bylaws, Article 5 Section 3).</p> <p>*Take FOIA and OMA training.</p>
<p>VICE-PRESIDENT</p>	<p>*Perform such duties and have such other powers as shall be assigned by the president or the Foundation Board.</p> <p>*In the absence of the president, perform the duties of the president.</p> <p>*Act as Chair of the Scholarship Committee and maintain scholarship records.</p> <p>*Take FOIA and OMA training.</p>

SECRETARY	<ul style="list-style-type: none"> *Keep a record of all proceedings of the Foundation Board in a book to be kept for that purpose. *With other officers, prepare agendas for upcoming meetings. *Disseminate agendas to Foundation Board members and post notices of meetings. *Maintain a phone and email contact list for Foundation Board members, potential donors, and interested parties. *Prepare and submit minutes of all proceedings to the Foundation Board for approval. *See that all notices are duly given in accordance with the provision of the currently approved Bylaws or as required by law. *Be custodian of the records of the Foundation. *Execute necessary correspondence for the operation of Foundation activities. *Perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned by the president or by the Foundation Board. *Take FOIA and OMA training.
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TREASURER	<ul style="list-style-type: none"> *Ensure the Foundation Board's financial policies are being followed with integrity. *Ensure that the Foundation's investments are consistent with the approved Investment Policy. *Provide a quarterly report to the Foundation Board on fund balances, expenditures and revenues. *Request prior approval for Foundation expenditures and secure required signatures for payment. *With the Foundation's designated CPA, prepare any required financial reporting forms and submit those forms on a timely basis to the required authority. *Accept, document, and record contributions and donor contact information. *Maintain bank and investment accounts; oversee all financial transactions; and perform other responsibilities as assigned by the Foundation President. *Take FOIA and OMA training.
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