

POLICY NUMBER	POLICY SERIES			
1005	1000: BOARD of DIRECTORS	EFFECTIVE DATE: 25 APRIL 2005	REVISION DATE: 9/23/08 10/20/09 11/26/12	PAGE: 1 of 1
SUBJECT: DESIGNATED OFFICERS				

Policy Purpose: This policy outlines the offices of the Board of Directors and their duties.

Policy Information:

- 1005.1 **President** - The president of the board shall establish the agenda for board meetings. The president shall preside at board meetings, decide questions of order, (delete appoint standing committee chair-people,) be an ex-officio member of all committees, call special meetings of the board, sign official ACS documents which require her/his signature, and perform all other duties prescribed by the board. The president of the board shall have no authority to vote except to break a tie resulting from the vote of the board members present.
- 1005.2 **Secretary** - The secretary sends out notices of meetings and keeps minutes of the proceedings of the board. The Secretary is the custodian of the board's records and documents. The secretary signs official ACS documents that require the signature of the secretary. The secretary shall supply a copy of the minutes to each member of the Board of Directors, whether present at or absent from the meeting.
- 1005.3 **Treasurer** - The treasurer shall be responsible for all ACS funds received from all sources; upon request acknowledge such receipts in writing; provide a copy of the financial report to each member of the Board of Directors, whether present at or absent from the meeting; make all disbursements at the direction of the Board of Directors; bill parents or persons responsible for all tuition-paying students as prescribed by the Board of Directors.
- 1005.4 Officers of the Board of Directors shall be elected to a term of one year. An officer may succeed himself or herself in office for an unlimited number of successive terms.

Signed by:

Board President *Don R. Boase*

Date: 7-20-14

Board Secretary *Michelle Hryniak*

Date: 07-20-14