

ROLE / EXPECTATION OF LEAF OFFICERS

The organizational responsibilities of LEAF Officers are outlined in the By-Laws. Additionally, it is expected that LEAF Officers will demonstrate a commitment to the organization and will make an attempt to meet the following Officer Goals:

President

The President shall, subject to directions of the Board of Directors, have general supervision over the affairs of the Foundation and shall be the Chief Executive Office of the Foundation. She/he may execute all authorized deeds, mortgages, contracts, and other obligations in the name of the Foundation and shall have such other authority and shall perform such other duties as may be determined by the Board of Directors.

Shall chair the Executive Committee and serve on other Committees as appropriate. In addition the President shall be responsible for overseeing:

- ⦿ Annual review of LEAF committee structure and goals.
- ⦿ Annual review and update the organization's Strategic Plan.
- ⦿ Development and maintenance of a plan to ensure ongoing Board development and involvement.
- ⦿ Preparation, with the help of the Executive Director, of an Annual Report to the School Board.

Vice President

The Vice President shall have all the authority and perform all of the duties of the President in the absence of the President or when circumstances prevent the President from acting.

Shall serve on the Executive Committee and other committees as appropriate.

Treasurer

The Treasurer shall keep accurate financial accounts and shall prepare or cause to be prepared a full report concerning the finances of the Foundation to be presented at each annual organization meeting of the Board of Directors, and shall have such authority and shall perform such other duties as may be determined by the Board of Directors.

Shall serve on the Executive and Budget Committees and shall be responsible for overseeing:

- ⊗ Establishment of a procedure for the development of an annual operating budget.
- ⊗ IRS and Attorney General Reports and correspondence necessary to meet applicable non-profit reporting laws.
- ⊗ Employee salary and withholding
- ⊗ The development and maintenance of the procedure and policy manual for financial matters of the organizations.
- ⊗ Research/collection of policy and procedures used by other non-profit and similar organizations.

Secretary

The Secretary shall keep the minutes of meetings of the Board of Directors, and of the Executive Committee. The secretary shall keep such books as may be required by the Board of Directors, shall give notices of the meetings of the Members and of the Board of Directors required by law, or by these Regulations, or otherwise, and shall have such authority and shall perform such other duties as may be determined by the Board of Directors.

Executive Director

The Executive Director shall be the administrative officer of the Foundation and, subject to the direction of the Board of Directors, shall have general supervision over the daily operations of the Foundation. The Executive Director shall also prepare or cause to be prepared the annual administrative budget of the Foundation and shall have such other authority and perform such other duties as may be determined by the Board of Directors.