

Article Ten- Duties of the Officers

Chairperson (President):

- Shall convene and preside at all membership, special and executive meetings.
- Shall ensure that an agenda is prepared and presented.
- Shall appoint committees where authorized to do so by the executive or membership.
- Shall be an exo-officio to all committees.
- Shall take such actions (or ensure that such actions are taken by others) to achieve the objectives and purposes of the Council.
- Shall be a signing officer.
- Shall be and/or designate the spokesperson of the council.
- Shall, with the assistance of the executive call a budget meeting annually.

Vice-Chairperson (Vice-President):

- Shall assume the responsibilities of the Chairperson in the Chairperson's absence.
- Shall be the signing officer.

Secretary:

- Shall record the minutes of membership, special and executive meetings.
- Shall distribute copies of minutes to council members.
- Shall keep an accurate copy of the Constitution and By-Laws. If and when changes are made, they shall be done in red ink and the copy shall be dated and initialled.
- Shall issue and receive correspondence of behalf of the Council, including electronic correspondence.
- May be a signing officer.
- Shall safely keep all records of the council.

Treasurer:

- Shall be responsible for a reconciled monthly report on the general and gaming accounts of the organization.
- Shall be one of the three signing officers of the executive (per article XII).
- Shall prepare and annual financial report for the Council and publication in the school newsletters (per article XII).
- Shall ensure that another financial signing officer has access to the books in the event of his/her absence.
- Shall pay by cheque all bills and accounts which have been approved by the Council.
- Shall make applications for any gaming licences on behalf of the Council.
- Shall be in charge of all business pertaining to the school's gaming.

Past President:

- Shall help smooth the transition between chairpersons (presidents).
- Shall assist and advise the Council on past business.
- Shall act as a consultant for the present chairperson (president).

