**RESPONSIBILITIES OF THE OFFICERS OF THE OLLI@UGA BOARD OF DIRECTORS**

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| **President** | **Vice-President** | **Secretary** | **Treasurer** |
| Two-year term. Serves the following year as Past President upon completion of term | Two-year term. May elect to serve an additional term with approval of The Board | Two-year term. May elect to serve an additional term with approval of The Board | Two-year term. May elect to serve an additional term with approval of The Board |
| * Chairs meetings of the Board of Directors, Executive Committee, and the Membership * Serves as a member of the Finance Committee * Reports the activities of the organization at the Annual Meeting * Performs other duties reasonably belonging to the president of any similar organization | * Participates in the operations of the organization and assists the President as requested * Serves as a member of the Executive and Finance Committees * In the event of the absence of the President, presides at meetings of the Board and of the Membership * Attends the quarterly meetings of the Committee Chairs Group | * Documents and prepares minutes of the Executive Committee, Board of Directors, and Annual Membership meetings * Serves as a member of the Executive Committee | * Serves as chair of the Finance Committee * Participates in the creation of the annual budget with the Executive Director and the Finance Committee * Reviews the financial reports monthly and works with the OLLI@UGA Bookkeeper ensure accuracy. * Submits written reports on the organization’s finances to the Finance Committee, Executive Committee, and Board of Directors monthly * Performs other duties reasonably belonging to the treasurer of any similar organization |