

ROLES AND RESPONSIBILITIES OF THE OFFICERS OF THE OLLI@UGA BOARD OF DIRECTORS

ROLES AND RESPONSIBILITIES	President	President-Elect	Secretary	Treasurer
<p>Term of Office (Commences July 1 following election)</p>	<p>One year only (serves the following year as Past President upon completion of term)</p>	<p>One year only (assumes office of President July 1 of the following year)</p>	<p>Two years; may serve no more than 2 terms</p>	<p>Two years; may serve no more than 2 terms</p>
<p>Unique Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Chairs the Board of Directors and presides at meetings of the Executive Committee, Board, and of the Membership • Reports the activities of the organization at the Annual Meeting • Works with the Executive Director to appoint the committee chairs (except for the Nominating Committee) • Serves as a member of the Finance Committee • Signs all contracts of the organization • Performs other duties reasonably belonging to the president of any similar organization 	<ul style="list-style-type: none"> • Participates in the operations of the organization and assists the President as requested • Chairs the Nominating Committee • Works with the Executive Director to lead the Committee Chair group. • Serves as a member of the Finance Committee. • In the event of the absence of the President, presides at meetings of the Board and of the Membership 	<ul style="list-style-type: none"> • Keeps minutes and records of the Executive Committee, Board of Directors, and the Annual Membership Meeting • Provides minutes of each Executive Committee meeting (except for personnel matters) to the Executive Committee before its next meeting • Provides minutes of Board of Directors meeting (except for personnel matters) to the Board before its next meeting • Serves as the registered agent of the corporation • Ensures certificates required by any federal or state law are filed • Ensures the annual corporate registration is filed online with the Office of the Georgia Secretary of State 	<ul style="list-style-type: none"> • Serves as a member of the Finance Committee • Has custody of all monies belonging to the organization • Is responsible for the organization's monies and securities subject to internal and/or external audit • 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 • Participates in the creation of the annual budget and the review of the 990 tax form • Performs other duties reasonably belonging to the treasurer of any similar organization

SHARED DUTIES AND RESPONSIBILITIES:

- Serve as members of the Executive Committee
- Sign checks and drafts for the organization as necessary
- Should the position of Executive Director become vacant, evaluate candidates with the Dean (or designated representative from the Dean's Office) of the Mary Frances Early College of Education, according to UGA policy, and recommend their selection to the Dean of the College of Education.

In addition to the four Officers of the OLLI@UGA Board of Directors, the Executive Committee includes a member of the Board selected by the Board and, as non-voting members: the Executive Director, and the Dean (or designated representative from the Dean's Office) of the Mary Frances Early College of Education, and the OLLI@UGA Past President. The Executive Committee sets the agenda of the next Board meeting but may, in emergency situations when a timely decision is necessary before the Board meets, exercise the authority of the Board.