

American Donkey Association's Officer's Duties

February 21st, 2015

President: The President is the Chief Executive Officer of the Club and the person responsible for leading its Officers, Board and Members in the direction set by the Board. The President shall:

- Preside over all meetings of the Executive Committee, Board of Directors and Membership Meetings.
- Coordinate with the Board of Directors on strategies and goals to meet the objectives of American Donkey Association.
- Prepare Agenda for all Executive Committees, Board of Directors and Membership Meetings. Agendas will be circulated to appropriate members at least 3 days prior to the scheduled meeting.
- Present new ideas to the Officers and Board of Directors to continue the objectives of ADA.
- Schedule and conduct operational meetings every other month, starting with February of each year (February, April, June, August, October and December) or more frequently, if required on dates and at locations approved by the Board of Directors.
- Conduct the Annual Meeting on the 2nd Saturday of November each year for the election of officers and directors and the transaction of any other proper business.
- Ensure that all meetings are handled in accordance with Robert's Rules of Order.
- Call Special Meetings as outlined in the By-Laws, if required due to timing issues.
- Provide guidance and support to Officers and Committee Chairpersons.

Vice President: The Vice President will preside over meetings and duties of the President if the President is unavailable or unable to perform the duties of the President. In addition the Vice President shall:

- As delegated by the President, assist in strategies and goals to meet the objectives of the American Donkey Association.
- Attend meetings or club function on behalf of the Club as requested by the President.
- Provide assistance and support for other officers and Committee Chairpersons as requested by the President.
- Suggest Agenda items to the President for meetings as appropriate.

Secretary: The Secretary shall handle all official correspondence of the Club and shall keep minutes of all meetings of the Executive Committee, Board of Directors and Membership meetings. The Secretary shall:

- Record pertinent discussions and motions from operational meetings. The Secretary is to capture minutes from each meeting and maintain a record of attendance. Minutes from the prior meeting will require review, corrections, if applicable and acceptance of the subject minutes.
- Circulate Draft Minutes of all meetings to the Officers within one of the meeting occurrence. The Draft Minutes will be reviewed by the Officers for correctness and completeness and approved at the next meeting with corrections if necessary.
- Keep in Master Minute Book/File minutes from all routine Regular and all Special operational meetings of the Board of Directors, Executive Committee and Membership.
- Keep in archives copies of all Organization documents, as well as copies of all corporate documents to be filed with the state and any other governmental entities.
- The Secretary is to produce and file with appropriate governmental agency, all required routine annual corporate paperwork.
- Work with the Treasurer at each year-end period to ensure all appropriate licenses and/or corporate fees are paid as required by the various governmental agencies.
- Suggest Agenda items to the President for meetings as appropriate.

Treasurer: The Treasurer is the Chief Financial Officer of the Cub.
The Treasurer shall:

- Maintain the finances of ADA through the directive of the Board of Directors.
- Collect ADA revenues from memberships, sales of product or services or donations. Incoming funds are to be properly documented (origin, purpose and amount) and deposited into the appropriate ADA account(s).
- Assign Membership Numbers to Members of all classes. One Membership Number will be assigned to each Family Membership and not to each family member.
- Pay expenses with receipt of acceptable documentation (invoice(s), Minutes from the Board of Directors or other documentation deemed to be acceptable), however, the documentation must be clear the purpose, amount and payee.
- Prepare a Treasurer's report once a month and be submitted to the Executive Committee for review, correction if applicable and accepted by the Executive Committee at its Regular Meetings.
- Submit a Treasurer's Report at every Board of Director meeting to include a current Balance Sheet, a Profit/Loss Statement and a reconciliation of the ADA account(s). ADA will follow the cash method of accounting. A copy of the report is to be made available to every Director.
- Submit a Treasurer's report to be made available to all "Full" Members at the Annual Meeting.
- Work with the Secretary at each year-end period to ensure all appropriate licenses and/or corporate fees are paid as required by the various governmental agencies.
- Make all records available for review in the event the Board of Directors choses to have the records reviewed by a third party accountant.
- Suggest Agenda items to the President for meetings as appropriate.