

**POLICY D5  
OFFICERS****A. President's Role**

1. Coordinate the activities of the board by performing the following specific duties:
  - a. Chair board meetings. The president shall ensure:
    - i. Discussions focus on issues that clearly require the board's consideration.
    - ii. Deliberation is timely, fair, orderly, thorough, and efficient, and uses consensus decision making. (See Appendix D5.1)
  - b. Prepare board meeting agendas and packets.
  - c. Create the board calendar.
  - d. Maintain regular and effective communication with the general manager.
2. With the assistance of other board members, enforce upon the board and its members whatever discipline is needed to govern with excellence. Discipline shall apply to attendance, policy-making principles, respect of defined roles, speaking with one voice, and self-policing of any tendency to stray from governance adopted in board policies.
3. Represent the board to outside parties when announcing board-stated positions or delegate this responsibility to another director, in which case the president shall remain accountable for the announcement.
4. Sign documents requiring the signature of a president.
5. Perform other duties assigned by the board.
6. Remain accountable for the outcomes of any of the above duties delegated to another director or staff.

**B. Vice President's Role**

1. Perform the duties of the president in her or his absence.
2. Ensure elections and referenda follow board processes. If the vice president is running for re-election, another director not running for re-election shall be assigned these responsibilities.
3. Remind directors to renew their membership two weeks before their membership renewal date and to send a confirmation of renewal to vice president.
4. Sign documents requiring the signature of a vice president.
5. Perform other duties assigned by the board.
6. Remain accountable for the outcomes of any of the above duties delegated to another director or staff.

**POLICY D5  
OFFICERS****C. Secretary's Role**

1. Maintain the integrity of the board's documents by ensuring
  - a. the minutes of board meetings are accurate, well-formatted, and accessible to all member-owners in a timely manner,
  - b. the policy register is updated to reflect changes approved by the board and that the latest electronic and print version is distributed to directors and management,
  - c. the financial reports given at the annual general membership meeting are archived,
  - d. uploading and archiving documents, and maintenance of the folder structure and contents on the ftp site,
  - e. all current and historical board documents (electronic and paper) are updated and archived appropriately,
  - f. the board's page on the co-op's website is current.
2. Ensure annual corporate reports and any changes to the Articles of Incorporation are filed with the appropriate state or county agency.
3. Ensure a supplemental report filed with the NM Secretary of State within 30 days after any change to the Board of Directors.
4. Call special membership meetings as specified in the bylaws.
5. Sign documents requiring the signature of a secretary.
6. Perform other duties assigned by the board.
7. Remain accountable for the outcomes of any of the above duties delegated to another director or staff.

**D. Treasurer's Role**

1. Serve as the chairperson of the Finance Committee.
2. Ensure that a yearly board budget is created, approved by the board, and tracked quarterly, taking corrective action as necessary. Include the approved board compensation in the budget (See Appendix D5.2).
3. Sign documents requiring the signature of a treasurer.
4. Perform other duties assigned by the board.
5. Remain accountable for the outcomes of any of the above duties delegated to another director or staff.

The board will revise this policy as needed.

Adopted 4/20/2016  
Revised 4/19/2017