Description of Duties of Officers of the Jefferson County Historical Society According to the Bylaws of the Society and Board Handbook Summary of Board Functions

**President**
- Chairman of the Board;
- Ex-officio member of all committees;
- Sign all deeds, leases, conveyances and other legal instruments;
- Confer with the Jefferson County Board of Commissioners during its budgetary sessions for the purpose of securing funds necessary for the operation of the society.
  - Appoint committee chairs.
  - Monitor personnel files.
  - Calendar board meetings and set agendas.

**Vice President**
- Monitor all decisions of the board or the Executive Committee to insure implementation;
- Preside at meetings in absence of the president.

**Secretary**
- Recording officer of the society;
- Custodian of records;
- Keep a roll of trustees;
- Send notices to trustees of all monthly board meetings;
- Preside at meetings in absence of president and vice president until election of a chair pro tem;
- Keep a list of all standing committees in existence.

**Treasurer**
- Responsible for oversight of funds received by the society and all expenditures made by the society;
- Oversee management of all financial accounting conducted by the Executive Director;
- Submit financial reports to the Internal Revenue Service and the State of Washington;
- Report on the financial status of the society at all regular board meetings;
- Carry out board-approved financial asset management decisions (see Investment Policy).

**Board of Trustees**
- Control, regulate and conduct the affairs of the society in all matters and at all times;
- Appoint officers of the Board of Trustees, subject to the procedures outlined in section 4 of this Articles IV;
- Provide for housing, equipment, facilities and operations of the society;
- Appoint an executive director;
- Define duties and fix compensation of the executive director and staff;
- Approve an annual budget no later than the January meeting;
- Fix the amount of annual dues;
- Authorize all expenditures, other than those specifically set forth in the annual budget, in excess of five hundred dollars ($500.00);
- Have general supervision of the financial affairs of the society, including investment of society funds;
- Keep a full record of its proceedings, which shall be submitted to the next regular meeting of the society for the approval of said actions and become a part of the record of General Meeting; and
- Remove from official position any officer or trustee for disability, incompetence, or misconduct, subject to the procedure outlined in section 5 of this Article IV.
  - Hire director and decide terms of employment.
  - Evaluate performance of director.
  - Set policies.