

Evansville Community Partnership, Inc.

Executive Committee Overview

Reports to: Board of Directors

Key Objectives: The Officers of the Corporation make up the Executive Committee of the Corporation. Past presidents may also be invited to serve on the Executive Committee. The Executive Committee may, with approval of the Board of Directors, choose to meet to prepare proposals to be brought to the full Board of Directors. Positions may be combined to fulfill the duties and needs of the corporations.

Job Title: President

Reports to: Board of Directors

- Presides at all meetings of the Board of Directors at which the President shall be present.
- Works with staff to set the time and place for Executive Committee meetings.
- Works with staff to prepare the general agenda for Board and Executive Committee meetings.
- The President shall have and may exercise such powers as are from time to time assigned by the Board of Directors.
- The President shall have general charge and supervision of the activities and affairs of the Corporation.
- When authorized by the Board of Directors, the President may sign and execute in the name of the Corporation all authorized instruments except in cases in which the signing and execution of which shall have been expressly delegated by resolution of the Board to some other officer or agent of Corporation.
- In general, the President shall function as the chief executive officer of the Corporation and shall perform such duties as may, from time to time, be assigned by the Board of Directors.
- Appoints a nominating committee of not less than three persons to recruit new board members.
- Appoints or names a chair to each committee or project of the organization.
- Approves expenditures over \$500.00 and up to \$1,000. Expenditures over \$1,000 will be approved by the majority of the board of directors.

Job Title: Vice President.

Reports to: President, Board of Directors

- At the request of the President or in the absence of the President, or during the President's inability to act, shall perform the duties and exercise the functions of the President.
- When so doing, the Vice President shall have the powers of the President.
- The Vice President shall also have such additional duties as assigned by the Board of Directors.

Job Title: Secretary

Reports to: President, Board of Directors

- Shall keep the minutes of the meetings of the Board of Directors and shall see that all notices are duly given in accordance with the provisions of by-law or as required by law.
- Shall be the custodian of the records of the Corporation and shall attest to all official acts of the Corporation and Board of Directors.
- Additional duties as assigned by the Board of Directors.
- Generally, the secretary will review draft minutes recorded by staff and approve them to be distributed to the board and public for review.

Job Title: Treasurer

Reports to: President, Board of Directors

- Shall have charge of and be responsible for all funds, securities, receipts and disbursements of Evansville Community Partnership, Inc.,
- Shall deposit or cause to be deposited in the name of the Corporation all monies or other valuable effects in such bank, or other depositories as shall, from time to time, be selected by the Board of Directors. shall render to the Board of Directors, whenever requested, an account of the financial condition of the Corporation
- Shall perform all duties as may be assigned by the Board of Directors.
- In general the treasurer directs, approves and oversees financial reports prepared by staff
- Shall annually prepare or cause to be prepared a full and correct statement of the affairs of the Corporation, including a statement of income and expenditures for the preceding fiscal year, or for such period of time as the Board of Directors may specify. The Board of Directors shall take such steps as it deems necessary to satisfy itself as to the accuracy and integrity of such statements as presented.

