

# Great Bay TU Governance

## Officers:

Currently GBTU has four elected officers: President (2 year term), Vice President, Treasurer, Secretary (all one year terms). The duties of these officers are as follows:

### President:

Presides over all meetings, appoints committees, and shares fiduciary responsibilities with the treasurer with access to bank accounts and check writing. Typically is responsible for representing the chapter at official functions, or with state and national TU officials. He/she is the general chief executive officer of the chapter.

Useful Talents/Skills:

- Rudimentary knowledge of Robert's Rules (how to run a meeting)
- Some organizational skills, being able to use a To-Do List or Calendar to make sure things are getting done in timely fashion and using these skills to set up meeting agendas.
- Ability to balance a check book.
- Can do attitude, needs to set a tone for the board and chapter membership.
- As a general rule internet access and email are essential to be an effective officer or board member.

### Vice President:

Serves functions of the President in his/her absence. Assists the President with administrative duties.

Useful Talents/Skills:

- Same as for President above

### Treasurer:

Keeps financial records for the chapter and has bank account access and check writing responsibilities. Files the Annual Financial Report (a TU National online report) and registers with the IRS as required by law for non-profits. The treasurer helps coordinate the budget and chapter programs and events.

Useful Talents/Skills:

- Ability to balance a check book and keep receipts for accounts up to date and organized.
- Internet access and some ability to do online banking
- Basic knowledge of Quick Books type of computer applications or motivation to learn their use will be a big time saver for this office.

### **Secretary:**

Keeps minutes of all meetings, and records of volunteer hours for the board and membership throughout the year. He/she is the custodian of all records, papers and files of the chapter.

Useful Talents/Skills:

- Note taking ability is helpful
- Some typing ability(30-40 words/minute) helpful

In general Officers should expect to spend several hours a week on chapter business on average; the President perhaps a bit more.

### **Board of Directors:**

The Board of Directors consists of the four officers above and at least three other individuals elected by the board to serve to help plan, manage and administrate the business of the chapter. Board members usually serve on committees with specific charges such as event and program planning, fund raising, etc. The new Board members are elected by the Board, and under current bylaws have no set term, but may be voted off the Board by a 2/3<sup>rd</sup>

vote of the Board for cause. The Board meets monthly during the active meeting season, and less frequently during the summer months. The Great Bay TU Board of Directors currently has eight members.

Useful Talents/Skills:

- A passion or interest in a particular area such as education, conservation, communication, public relations, event organization and/or fund raising.
- Willingness to lead or take charge of or oversee specific projects and attend monthly board meetings and/or report to the appropriate officer (s) in a timely fashion.
- Can do attitude.
- Some imagination.

In general Directors will spend several hours per month working on chapter business on average. Time devoted is directly proportional to personal involvement and is therefore more controllable than for the four officers.