

# The Wilbur & Hilda Glenn Family Foundation

## Officer Roles and Responsibilities

Officers shall be elected or appointed annually by the Trustees; and each officer shall hold office for a term of one year or until a successor is elected and qualifies. There shall be no limit on the number of successive terms of office for which an officer may serve.

The Chair and Vice-Chair offices shall each be held by a different Trustee. The Secretary and Treasurer offices need not be held by a Trustee.

The **Chair** shall preside at meetings of the Trustees of the Foundation; and the Chair shall keep, or cause to be kept, the minutes when the Trustees are in executive session. The Chair shall also serve as a voting member, ex officio, of any and all committees. The Chair shall see that all orders and resolutions of the Trustees are carried into effect. The Chair shall have the right to supervise and direct the management and operation of the Foundation and to make all decisions as to policy and otherwise which may arise between meetings of the Trustees, and the other officers and employees of the Foundation shall be under his or her supervision and control during such interim. The Chair shall perform such other duties and have such other authority and powers as the Trustees may from time to time prescribe.

The **Vice-Chair** shall, in the absence or incapacity of the Chair, perform the duties and have the powers of the Chair. The Vice-Chair shall perform such other duties and have such other authority and powers as the Trustees may from time to time prescribe or as the Chair may from time to time delegate.

The **Secretary** shall attend all meetings of the Board of Trustees and record all votes, actions and the minutes of all proceedings and shall perform like duties for committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Trustees. The Secretary shall be under the supervision of the Chair and shall perform such other duties and have such other authority and powers as the Trustees may from time to time prescribe or as the Chair may from time to time delegate.

The **Treasurer** shall keep full and accurate accounts of all funds, securities, receipts, and disbursements of the Foundation and shall deposit all monies and other valuables in the name and to the credit of the Foundation into depositories designated by the Trustees. The Treasurer shall disburse the funds of the Foundation, and prepare financial statements each month or at such other intervals as the Trustees shall direct. If required by the Trustees, the Treasurer shall give the Foundation a bond (in such form, in such sum, and with such surety or sureties as shall be satisfactory to the Trustees) for the faithful performance of the duties of his or her office and for the restoration to the Foundation, in case of his or her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of whatever kind in his or her possession or under his or her control belonging to the Foundation. The Treasurer shall be under the supervision of the Chair and shall perform such other duties and have such other authority and powers as the Trustees may from time to time prescribe or as the Chair may from time to time delegate.

The Trustees may elect or appoint from time to time such other officers as they may deem necessary or desirable, each of whom shall hold office at the pleasure of the Trustees, and shall have such authority and perform such duties as the Trustees may from time to time determine.