

Policy Type: Board Process  
Policy Title: **C6 – Officers’ Roles**  
Adopted: April 22, 2020  
Last Revised:

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We will elect officers in order to help us accomplish our job.

1. No individual officer has any authority to supervise or direct the GM.
2. Officers sign documents requiring the signature of their specific office.
3. Officers may delegate their authority but remain accountable for its use.
4. The president ensures the Board functions well and in accord with our policy agreements.
  - a. The president is authorized to make decisions that are consistent with Board Process and Board-Management Relationship policies in order to facilitate the Board’s functioning.
  - b. The president will chair and set the agenda for Board meetings.
  - c. The president plans for leadership (officer) perpetuation.
  - d. The president may represent the Board to outside parties as approved by the board.
5. The vice-president will perform the duties of the president if the president is unable to do so.
  - a. 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.
  - b. Remind directors to renew their membership two weeks before their membership renewal date and to send a confirmation of renewal to the vice president.
6. The treasurer is responsible for supporting the board in all finance-related board work.
  - a. The treasurer will lead the Board’s process for creating and monitoring the Board’s (not the Cooperative’s) budget.
  - b. The treasurer will facilitate the Board’s understanding of the financial condition of the Cooperative.
  - c. In addition, the treasurer will serve as the chair of the finance committee.
7. With the assistant of the scribe as necessary, the secretary will make sure the Board’s documents are accurate, up to date, and appropriately maintained.
  - a. The secretary will ensure that the board’s page on the co-op’s website is current.
  - b. Ensure annual corporate reports and any changes to the Articles of Incorporation are filed with the appropriate state or county agency.
  - c. Ensure a supplemental report filed with the NM Secretary of State within 30 days after any change to the Board of Directors.

d. Call special membership meetings as specified in the bylaws.