

Guidelines for General Administration Irving Community Action Network (ICAN)

Section 1 Duties of Officers

Section 1.01 The President shall preside over all meetings of the Irving Community Action Network, hereafter referred to as "ICAN", and its Board of Directors, and act as the official head of both. The President shall perform such other duties as shall be assigned, as required for time to time, by either the Membership or Steering Committee. The President shall perform such duties as are customarily performed by the presiding officer of similar organizations including representing the ICAN at functions, events, or meetings.

The President shall also set, in coordination with the Steering Committee and Membership, goals, objectives, and strategies for the ICAN. The President shall establish and coordinate all sub-committees of the ICAN.

The President shall set the agenda for all ICAN meetings with exception of sub-committee meetings.

Section 1.02 The Vice President shall act as presiding officer in case of the absence, death, or the disability of the President. The Vice President will oversee the membership renewal and maintain a current list of members.

Section 1.03 The Secretary shall review the preparation and maintenance of the minutes of the meetings of the Membership and certify the official records of the ICAN. The Secretary, or designee, shall distribute, and coordinate all agendas for future Membership meetings and all correspondence with the Membership including, but not limited to notices of events, requests for assistance, or general information.

Section 1.04 The Treasurer shall maintain the financial records of the organization including but not limited to monthly financial reporting, processing of dues payments, reporting of payment delinquencies, and making payments on behalf of the organization for approved expenditures. Any expenditure, made by the Treasurer, must be approved by majority of the Board of Directors.

Section 1.05 The board of directors shall conduct the business of the ICAN between meetings of ICAN membership. The Board of Directors shall act as representation of the Membership and shall make substantive contributions toward the development of agendas and work products.

Section 1:06 Board members may be asked to serve on one or more committees.