



Executives Association of San Francisco

Founded in 1916

Board of Directors: Officer Duties

“The president shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's affairs, activities, and officer's. The president shall preside at all members' meetings and all Board meetings. The president shall have such other powers and duties as the board or bylaws prescribe. The president shall hire third parties under paragraph 12.3 only after the President has determined that the hiring of such persons is in compliance with these by-laws.”

— BYLAWS OF EXECUTIVES ASSOCIATION OF SAN FRANCISCO

The President Shall:

1. Attend all regular meetings and Board meetings, if they are unable to attend they shall inform the Vice President to run the meeting, or if the VP is unable to attend appoint one of the Board of Directors to run the meeting in advance of unattended meeting.
2. Appoint Committee Chairs to act as leaders of their specific Committees.
3. Act in conjunction with the Treasurer to ascertain the financial health and status of the organization.
4. Support and promote growing the membership of E.A.S.F.
5. Act in conjunction with the Vice President and Treasurer in the oversight of the Executive Director in their duties and responsibilities.
6. Be responsible for resolving disputes among members with the assistance of the Grievance Chair, and if appropriate the Board of Directors.

“In the absence or disability of the president, the vice presidents, if any, in order of their rank as affixed by the Board or, if not ranked a vice president designated by the Board shall perform all of the duties of the president. When so acting, a vice president shall have all the powers of and be subject to all of the restrictions on the president. The vice presidents shall have such other powers and perform such other duties as the Board or the bylaws may prescribe”

— BYLAWS OF EXECUTIVES ASSOCIATION OF SAN FRANCISCO

Vice-President:

1. The main duty of the vice president is to lead any meeting when the president is unable to do so.
2. They should support the president and do anything asked or seen which will aid the president and lighten the work load of that position.

“The chief financial officer shall keep and maintain, or cause to be kept and maintained, adequate correct books and accounts of the Corporation's properties and transactions. The chief financial officer shall send or cause to be given to the members and directors such financial statements and reports as are required by law, by these bylaws, or by the Board to be given. The books of accounts shall be open to inspection by any director at all reasonable times.”

— BYLAWS OF EXECUTIVES ASSOCIATION OF SAN FRANCISCO

The Treasurer has the responsibility of overseeing all of the financial affairs of the association. This includes but is not limited to the following:

1. Annual Operational Budgets
2. Monthly profit and loss statements
3. Monthly balance sheets
4. Member delinquency report
5. Review all banking accounts including cleared checks
6. Confirmation of cash deposits collected during the meeting
7. Should any discrepancy be noted, the current President is to be notified immediately