

**BOARD POSITION DESCRIPTIONS**

**President** – The president shall be the Chief Executive Officer of CBS and shall administer the operation of CBS as defined by the CBS mission statement and shall preside at all CBS board meetings. He/she will oversee all committees except the nominating and election committees. He/she shall call extra business meetings as require, appoint committees not otherwise provided for, and shall perform all other duties normally required by the office.

**Vice-President** – The Vice President shall assume the duties of the President in the absence of that officer; shall be familiar with all organization matters; and shall perform such other duties as may be requested or specified by the organization.

**Secretary** – The Secretary shall keep minutes of all meetings of the Board of Directors, see that all notices are given in accordance with these By-Laws as required by law and be custodian of the corporate records. The Secretary shall maintain a list of all generally authorized CBS activities.

**Treasurer** – The Treasurer shall keep accurate accounts of all financial transactions of CBS, shall receive and disperse all monies, and shall pay all bills justly accrued by CBS. The Treasurer's accounts shall be audited periodically by an appointed third party.

**Board Member at Large** – Each board member shall attend monthly meetings and assist the directors of CBS. Board member at large positions may run for office every election.

Election Committee – Linda Jordan, Lloyd Braun & Don Grcic

Questions – cbselections@clevelandblues.org