



Duties of a Friends Board

President

- ❖ Preside at all meetings.
- ❖ Overall supervision and administration of the Friends.
- ❖ Ensure all policies and actions are approved by the membership and that they are properly implemented.
- ❖ Prepare and present an annual report to members.
- ❖ Be a representative of the Friends in the community.

Vice-President

- ❖ Carries out the duties of the president when the president is absent.
- ❖ Other duties as assigned by the president.
- ❖ Be a representative of the Friends in the community.

Secretary

- ❖ Prior notice of meetings.
- ❖ Preparation and circulation of all correspondence.
- ❖ Recording, preparation and circulation of the minutes of all meetings.
- ❖ Presentation of the minutes at meetings.
- ❖ Maintain a copy of all records (e.g. constitution, membership list, ad hoc committees, reports, etc.).
- ❖ Be a representative of the Friends in the community.

Treasurer

- ❖ Manage and oversee the financial affairs of the group.
- ❖ Develop and follow the group's financial policies, including decisions on cheque signing authority, expense reimbursement, and credit card usage.
- ❖ Prepare and monitor the group's annual budget.
- ❖ Keep up-to-date records that detail the all financial transactions.
- ❖ Be a representative of the Friends in the community.