

**Policy Type:** Board Process  
**Policy Title:** GP6 – Officers’ Roles  
**Last Revised:** September 1, 2013

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

1. No officer has any authority to supervise or direct the GM.
2. Officers may delegate their authority but remain accountable for its use.
3. The president ensures the Board acts consistently with Board policies.
  - a. The president is authorized to use any reasonable interpretation of the provisions in the Board Process and Board-Management Relationship policies.
  - 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.
  - e. Other duties and authority as the Board requires or delegates.
4. The vice-president will perform the duties of the president in her/his absence. Other duties and authority as the Board requires or delegates.
5. The treasurer will lead the Board’s process for creating and monitoring the Board’s (not the Cooperative’s) budget. Also, the treasurer will facilitate the Board’s understanding of the financial condition of the KCI. In addition, the treasurer must:
  - a. Supervise the safekeeping of funds and property of the Association;
  - b. Supervise the records of financial transactions of the Association; and
  - c. Perform other duties and have authority as the Board requires or delegates.
6. The secretary will make sure the Board’s documents are accurate, up to date, and appropriately maintained. In addition, the secretary is responsible for:
  - a. The record of each meeting of the Owners, the Board, and each Board appointed committee;
  - b. Notices to Owners and others as required by law; and
  - c. Other duties and authority as the Board requires or delegates.