

## **GLCAP Policy Council By-Laws**

### **APPENDIX 1**

#### **Duties of Officers**

##### **Section A**

##### **President**

The President shall perform the duties set forth in Roberts Rules of Order, Newly Revised Chapter XV and shall supervise all officers. The President will be an ex-officio member of all committees, except the Nominating Committee, sign official Head Start documents as approved by the Council and perform other duties customarily assigned to a president. In the case of voting and a tie, the president shall break the tie amongst members.

##### **Section B**

##### **Vice-President**

The Vice-President shall perform the duties of the President in his/her absence and during the disability of the President and be responsible for carrying out duties assigned to him/her by the President.

##### **Section C**

##### **Secretary**

The Policy Council Secretary shall perform the duties of Secretary as prescribed in Roberts Rules of Order. In the absence of the President and Vice President, she/he will preside at the meeting. The Secretary will provide the Board of Trustees with a copy of all Policy Council Meeting minutes; will ensure that copies of all Policy Council Meeting minutes are sent to representative of Policy Council and that minutes of the GLCAP Board of Trustee meetings are available at Policy Council.

##### **Section D**

##### **Treasurer**

The Treasurer will oversee the disbursement of Policy Council Stipends, keeping appropriate records and reporting on the use of these funds monthly. The Treasurer will serve as Chairman of the Grant Planning Committee. In the absence of the President, Vice-President and Secretary, she/he will be the presiding officers.