

## **DUTIES OF OFFICERS PER CONSTITUTION OF O.B.R. GROUP**

### **Job Descriptions of Elected Executive**

#### **(a) The President shall:**

- (i) preside as Chair at all meetings of the OBR Group;
- (ii) supervise all other officers in the execution of their duties;
- (iii) ensure deadlines are met;
- (iv) submit to the OBR Group from time to time a report of the activities of the OBR Group and its Executive;
- (v) act as an ex-officio member of all committees;
- (vi) submit to the Secretary any copies of correspondence relating to the OBR Group's business if requested;
- (vii) perform such other duties as may from time to time be assigned to him by the Executive.

#### **(b) The Secretary shall:**

- (i) in the President's absence, preside as Chair at all meetings of the OBR Group and all meetings of the Executive. If both President and Secretary are absent from a meeting, the Members present shall elect a person to act as chairman for that specified meeting;
- (ii) perform such duties as may from time to time be delegated to the Secretary by the President;
- (iii) issue notice of meetings of the OBR Group and the Executive if required;
- (iv) prepare and keep custody of the minutes of all meetings of the OBR Group and the Executive and file a copy of said minutes with the club's records;
- (v) keep custody of all records, reports and documents of the OBR Group;
- (vi) be responsible for filing a copy of all incoming and outgoing correspondence;
- (vii) pass on all minutes of the OBR Group's meetings to the incoming Secretary;
- (viii) file official copies of his or her and other elected Executive's correspondence relating to the OBR Group's business;

#### **(c) The Treasurer shall:**

- (i) keep such financial records, including books of account that accurately reflect the day to day financial activities of the OBR Group;
- (ii) provide financial statements to the Executive and Members in Good Standing if requested to do so;
- (iii) be accountable for all financial transactions made on behalf of the OBR Group;
- (iv) produce an annual budget for approval by the Executive and Members on or before July 1, or as otherwise requested by the President.
- (v) submit to the Secretary any copies of correspondence relating to the OBR Group's business if requested;
- (vi) perform such other duties as may from time to time be assigned to him by the President or Secretary;

#### **(d) The Membership Chairman shall:**

- (i) ensure that a register of Members in Good Standing of the OBR Group is maintained;
- (ii) be charged with recruiting Members in Good Standing;
- (iii) develop membership packages for recruitment purposes;
- (iv) prepare a marketing (membership) plan to be submitted prior to September 1 of each year.
- (v) submit to the Secretary an official copy of her correspondence relating to the OBR Group's business, if required;
- (vi) perform such other duties as may from time to time be assigned to him or her by the Executive.

#### **(e) The Welcoming Committee shall:**

- (f) assist the Executive in the organization and conduct of the weekly meetings where required;
- (ii) organize and operate the "OBR Information Table" at each weekly meeting;
- (iii) welcome Members at each weekly meeting;
- (iv) welcome and obtain relevant information from all guests attending each weekly meeting; and
- (v) perform such other duties as may from time to time be assigned to him or her by the Executive.