**Executive Board Officer's Job Descriptions**

(see also the EB Code of Ethical Conduct in the list of Official Documents)

**ARTICLE IV - EXECUTIVE BOARD AND OFFICERS**

**SECTION 2. Officers**

The Society’s Officers shall consist of a President, Senior Vice President, Second Vice

President, a Recording/Correspondence Secretary, a Membership Secretary, a Reporting

Treasurer, and an Accounts Treasurer, with no person holding more than one elected office

at one time.

Officers must remain voting members during their terms of office.

**(A) President**

The President shall serve for two years and may not serve more than two consecutive terms.

The President shall be the Chief Executive Officer. The President shall perform duties

consistent with the office, including those particularly specified in these By-Laws;

preside at all meetings; and, as Head of the Executive Board, be responsible for

coordinating its activities.

The President may establish committees and select Chairpersons from the membership. The

President will be an ex-officio member of all committees and may appoint Officers to hold

committee membership.

The President shall report regularly to the Executive Board of the business conducted

through the office of President.

The President shall report at least quarterly to the membership of the business conducted

through the office of President.

**(B) Vice President**

There shall be two Vice Presidents, described as the Senior Vice President and the Second

Vice President. The length of term for Vice President is one year served as Second Vice

President, followed by one year served as Senior Vice President. The Senior Vice

President, in conjunction with the Second Vice President, shall report quarterly to the

membership of the business conducted through the office of Vice President.

**(1) Senior Vice President**

In the event of the absence or incapacity of the President, the Senior Vice President

shall have the duties and exercise the power of the President.

In the event that the office of President is vacated, the Senior Vice President will

assume the office of President and appoint a new Second Vice President for the unexpired

term.

The Senior Vice President shall be the Chairperson of the Ethics Committee.

The Senior Vice President shall carry out other duties as prescribed in these By-Laws.

The Senior Vice President shall report regularly to the Executive Board of the business

conducted through the office of Senior Vice President.

**(2) Second Vice President**

The Second Vice President shall perform all the duties of the office of Senior Vice

President in the event of the absence, incapacity, or vacation of the office of Senior

Vice President.

The Second Vice President shall assume the office of President and shall have the duties

and exercise the power of the President in the event of the absence or incapacity of the

President and Senior Vice President or if the offices of President and Senior Vice

President become vacant.

The Second Vice President shall be the Coordinator of Volunteers.

The Second Vice President shall carry out other duties as prescribed in these By-Laws.

The Second Vice President shall report regularly to the Executive Board of the business

conducted through the office of Second Vice President.

**(C) Recording/Correspondence Secretary**

The Recording/Correspondence Secretary shall serve for two years and shall not serve more

two consecutive terms.

The Recording/Correspondence Secretary shall be both the recording and corresponding

officer, formally representing the Society.

The Recording/Correspondence Secretary shall have charge of the general correspondence of

the Society and carry out such other duties normally ascribed to the position.

The Recording/Correspondence Secretary shall assist the President in organizing annual

and special meetings.

The Recording/Correspondence Secretary shall have charge of notifying members of annual

and special meetings.

The Recording/Correspondence Secretary shall make and preserve the records of all

meetings of the Society and of the Executive Board, of all votes, and of all matters of

which a record shall be ordered by the Society. The Recording/Correspondence Secretary

shall assist in the preparation of such records as are necessary for conduct of the

Society’s business.

The Recording/Correspondence Secretary shall have charge of notifying members of the

results of all elections and of meetings. The Recording/Correspondence Secretary shall

have charge of notifying successful candidates of their election to office. The

Recording/Correspondence Secretary shall carry out other such duties as prescribed in

these By-Laws.

The Recording/Correspondence Secretary shall report regularly to the Executive Board of

the business conducted through the office of Recording/Correspondence Secretary.

The Recording/Correspondence Secretary shall report quarterly to the membership of the

business conducted through the office of Recording/Correspondence Secretary.

**(D) Membership Secretary**

The Membership Secretary shall serve for two years and shall not serve more than two

consecutive terms.

The Membership Secretary shall receive renewal/new membership applications, signed Codes

of Ethics, and dues. The applications and signed Codes of Ethics shall be retained on

file from membership year to membership year. Dues shall be deposited promptly, and a

record of the deposit shall be sent to the Accounts Treasurer.

The Membership Secretary shall keep a true and correct roll of the membership and update

the Society’s membership records.

The Membership Secretary shall prepare and send new member information, renewal notices,

and carry out other such duties as prescribed in these By-Laws.

The Membership Secretary shall report regularly to the Executive Board of the business

conducted through the office of Membership Secretary.

The Membership Secretary, in conjunction with the Recording/Correspondence Secretary,

shall report quarterly to the membership of the business conducted through the office of

Membership Secretary.

**(E) Reporting Treasurer**

The Reporting Treasurer shall serve for two years and shall not serve more than two

consecutive terms.

The Reporting Treasurer, in conjunction with the Accounts Treasurer, shall oversee the

funds of the Society.

The Reporting Treasurer shall complete and submit all financial forms required according

to the Articles of Incorporation and these By-Laws. During the first quarter of the

fiscal year, the Reporting Treasurer shall present a proposed budget for the Society’s

current year's financial operation.

The Reporting Treasurer shall work closely with the Accounts Treasurer to ensure that

income is received and deposited in a timely manner.

The Reporting Treasurer shall work closely with the Accounts Treasurer to ensure that

TIBCS expenditures are in accordance with the procedures set by the Executive Board and

the budget, and that bills are paid in a timely manner.

The Reporting Treasurer shall work closely with the Accounts Treasurer to prepare a

Treasurer’s Report, which shall be presented monthly to the Executive Board and quarterly

to the membership of the business conducted through the office of Reporting Treasurer.

The Reporting Treasurer shall carry out other such duties as prescribed in these By-Laws.

**(F) Accounts Treasurer**

The Accounts Treasurer shall serve for two years and shall not serve more than two

consecutive terms.

The Accounts Treasurer shall receive a record of all monies due or belonging to TIBCS.

The Accounts Treasurer shall deposit monies received in the name of TIBCS in a bank or

banks satisfactory to the Executive Board and shall disperse funds under the jurisdiction

of the Executive Board. The Accounts Treasurer shall keep accurate books and records of

the Society and shall require receipts for all payments and reimbursements. The Accounts

Treasurer shall not have the power to issue checks to him/herself without a

countersignature. Checks made out to cash are forbidden. All checks over an amount set

by the Executive Board shall require two signatures.

The Accounts Treasurer's books shall at all times be open to the inspection of the

Executive Board, and at every Board meeting the Accounts Treasurer shall report the

condition of the Society's finances and every item of receipt or payment not before

reported. The Accounts Treasurer shall provide a copy of the monthly bank statement to

the President for review.

The Accounts Treasurer shall carry out other such duties as prescribed in these By-Laws.

The Accounts Treasurer shall report regularly to the Executive Board of the business

conducted through the office of Accounts Treasurer.

The Accounts Treasurer, in conjunction with the Reporting Treasurer, shall prepare a

Treasurer’s Report, which shall be presented monthly to the Executive Board and quarterly

to the membership of the business conducted through the office of Accounts Treasurer.

A committee designated by the Executive Board may audit the Society’s books at least once

each year. On election of a new Accounts Treasurer, the books provided by the retiring

Accounts Treasurer shall be audited by an outside professional auditor or accounting firm

selected by the President. The process shall include a minimum of three bids, and final

selection shall be approved by the Executive Board. The costs of a routine audit shall be

paid for by TIBCS.

The Accounts Treasurer shall be bonded in such amount as the Executive Board shall

determine.