

SLOBs Board Positions

President/Chief Executive Officer. Subject to the control and supervision of the Board, the President shall be the Chief Executive Officer and general manager of the Corporation and shall generally supervise, direct and control the activities and affairs and the officers of the Corporation. The President, in the absence of the Chairman of the Board, or if there be none, shall preside at all Board and general meetings and coordinates all the Corporation's events, delegating to members of the Board as needed. The President will serve on the Executive Board in another capacity and thus should be considered first for this position and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Vice Presidents. In the absence or disability of the President, the Vice Presidents, if any, in order of their rank, shall perform all of the duties of the President, and, when so acting, shall have all the powers of and be subject to all of the restrictions upon the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them by the Board or the Bylaws. The Vice Presidents shall include the following:

(a) **Vice President Philanthropy.** The duties of the Vice President Philanthropy shall be to: (a) assess and determine the philanthropy organizations supported by the Corporation, (b) communicate to philanthropy organizations what service the Corporation's organization can and cannot provide, (c) review, assess, recommend and manage the philanthropies' needs, (d) assess the needs of these philanthropies and determine how the Corporation can best service them, (e) recruit and manage volunteer coordinators for each of the philanthropies, and (f) participate in the nominating process by providing input to the committee, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

(b) **Assistant Vice President Philanthropy.** Such officer shall assist the Vice President Philanthropy as needed from time to time and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

(c) **Vice President Membership.** Such officer shall (a) maintain the membership database, (b) coordinate with the Vice President Hours regarding members not meeting requirements, (c) contact members who are not in good standing and explain their options, and (d) recruit additional members from the community, and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

(d) **Vice President Hours & Awards.** Such officer shall (a) collect and maintain database of hours/meeting count for parent and son members, and (b) notify members of hour/meetings shortfalls for present year, and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

(e) **Vice President Communications.** Such officer shall (a) manage the Corporation's website, and (b) maintain electronic mail distribution lists (Board List, Class List, Membership) in order to send out selected electronic mail blasts if needed, and shall have other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

(f) **Vice President Meetings.** Such officer coordinates with the President regarding meetings.

(g) **Vice President Boys Leadership.** Help develop the Boys Leadership Council so they can run the membership meetings.

Secretary (Recording Secretary).

Book of Minutes. The Secretary, also known as the Recording Secretary, shall keep or cause to be kept, at the principal office or such other place as the Board may direct, a book of minutes of all meetings and actions of the Board and of committees of the Board and the membership. The Secretary shall also keep, or cause to be kept, at the principal office in the State of California, a copy of the Articles of Incorporation and Bylaws, as amended to date. If the Corporation is one having members, the Secretary shall also maintain a complete and accurate record of the Board and the membership of the Corporation, as well as a record of the proceedings of all meetings of the Board and the membership.

Notices, Seal and Other Duties. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board or the membership required by these Bylaws to be given. The Secretary shall keep the seal of the Corporation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

Chief Financial Officer (Treasurer).

Books of Account. The Chief Financial Officer, also known as the Treasurer, shall keep or maintain, or cause to be kept or maintained, adequate and correct books and accounts of the properties and transactions of the Corporation, and shall send or cause to be sent to the Directors such financial statements and reports as are required by law or these Bylaws to be given. The books of account shall be open to inspection by any Director at all reasonable times.

Deposit and Disbursement of Money and Valuables. The Chief Financial Officer (Treasurer) shall deposit all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board, shall disburse the funds of the Corporation as may be ordered by the Board, shall render to the President or Chairman of the Board, if any, when requested, an account of all transactions as Chief Financial Officer (Treasurer) and of the financial condition of the Corporation and shall have other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

The Chief Financial Officer shall file appropriate documents to maintain our business an IRS non-profit status.

Parliamentarian. Such officer enforces the conduct as described in these Bylaws and calls general meetings to order, presents any necessary Bylaw changes to the Board and makes changes as voted by the Board and membership.