
12 – BOARD DUTIES & RESPONSIBILITIES



CO-PRESIDENTS

The Co-Presidents of the Organization shall:

- A. Preside at all meetings of the Board of Directors and the Membership;
- B. Provide vision and direction to the Organization;
- C. Oversee implementation of resolutions, plans of action and other Organization business and activities;
- D. Be an ex-officio voting member (by virtue of office) of all committees, subcommittees and working groups of the organization, unless membership is restricted by the governing standing rule;
- E. Attend the regional conference in their region of residence, if held, and at least two (2) regional conferences outside their region of residence;
- F. Each serve as one (1) of the three (3) signatories to the Organization's accounts and other financial documents, as needed; and
- G. The Presidents have the authorization to make decisions on behalf of the organization including, but not limited to:
 - a. financial decisions within approved annual budgets
 - b. for the increase of revenue to the organization
 - c. between board meetings when the decision is required immediately
 - d. general operational decisions
 - e. negotiates and signs all contracts on behalf of the organization
- H. The Presidents of the Organization will provide a report to the board on all decisions made at the next board meeting following any decision.
- I. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENTS OF GLOBAL OUTREACH & PARTNERSHIP MANAGEMENT

The Vice Presidents of Global Outreach & Partnership Management shall:

- A. When authorized by the Presidents or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
- B. Assist the Presidents in the implementation of resolutions, plans of action, and other Organization business and activities;
- C. Liaise with those regions to which they are assigned by the Board to ensure the execution of the duties of the Global Advisory Council;
- D. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference for a region to which they are assigned to liaise with outside their region of residence;
- E. Recruit Pride Organizations into the Organization in Regions to which they are assigned by the Board. In Regions where there is a Regional Representative, the VPGO&PN is required to coordinate their outreach and recruitment efforts with that representative;
- F. Let the Co-Presidents know if they wish to chair or co-chair a committee, subcommittee, or working group of the Organization; and
- G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

SR 12.01 – BOARD DUTIES & RESPONSIBILITIES (CONT.)

VICE PRESIDENT OF FUND DEVELOPMENT

The Vice President of Fund Development shall:

- A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent, and fulfill the duties of their office;
- B. Be responsible for the sourcing of revenue for the Organization, chairing any committee responsible for this task;
- C. Coordinate all partnership initiatives of the Organization, engaging all required parties within the Organization;
- D. Maintain the Organization's data regarding all current, future, and former funders; partners and donors;
- E. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
- F. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENT OF ACCESSIBILITY, DIVERSITY, AND INCLUSION

The Vice President of Accessibility, Diversity, and Inclusion shall:

- A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
- B. Be primarily responsible for the maintenance of the Organization's Accessibility, Diversity, and Inclusion activities, policies, and procedures;
- C. Support members, volunteers and officers, particularly those whose backgrounds and lived experiences place them outside the dominant cultures of the Organization;
- D. Supervise the duties and responsibilities of the Ombudspersons of the Organization;
- E. Choose to chair or co-chair, a committee, subcommittee, or working group of the Organization focused on accessibility, diversity, and inclusion;
- F. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
- G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

VICE PRESIDENT OF MEMBERSHIP SERVICES

The Vice President of Membership Services shall:

- A. When authorized by the Presidents, or when (one of the) Presidents become unable to fulfill the powers and duties of their office, represent and fulfill the duties of their office;
- B. Develop and implement member resources and benefits, ensure member accessibility to said resources and benefits, and communicate their existence to the Membership;
- C. Develop and maintain a membership guide and deliver such guide to each new and renewing Member Organization after receiving confirmation of dues payment by the Treasurer;
- D. Establish and maintain a database of the Organization's data regarding all current and former Member Organizations and making such data available as might be required by these Bylaws and the other governing documents of the Organization;
- E. Choose to chair, or co-chair, any committee, subcommittee, or working group that coordinates member services and relations;
- F. Attend the regional conference in their region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
- G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

SR 12.01 – BOARD DUTIES & RESPONSIBILITIES (CONT.)

SECRETARY

The Secretary shall:

- A. Give or cause to be given notice of all meetings of the Board and Membership;
- B. Record and retain minutes of all plenary sessions of each GM and meetings of the Board;
- C. Maintain and distribute a current roster of all Directors, Officers, and members of Committees, and other subsidiary groupings of the Organization that may, from time to time, be constituted;
- D. Maintain and archive all records of the Organization, including contributory responsibility for financial records;
- E. Maintain in an annual record, separate from meeting minutes, of motions made and passed that contain all action items;
- F. Prepare and submit all reports as may be required by law, the Board, or other governing documents of the Organization;
- G. May choose to chair or co-chair at least one committee or subcommittee of the Board;
- H. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
- I. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

TREASURER

The Treasurer shall:

- A. Receive and safely keep all funds and negotiable instruments of the Organization and deposit them in the Organization's accounts;
- B. Serve as the third signatory on the Organization's accounts and other financial documents, as needed;
- C. Supervise and maintain the Organization's financial records, including the provision of copies of all financial reports to the Secretary for archiving;
- D. Prepare and submit all financial reports as required by law, the Board, or other governing documents of the Organization;
- E. Send confirmations and receipts for all charitable and dues transactions of the Organization;
- F. Attend the regional conference in the region of residence, if held, and at least one (1) other regional conference outside their region of residence; and
- G. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, the Bylaws, and the other governing documents of the Organization.

GLOBAL ADVISORY COUNCIL REPRESENTATIVES

The Global Advisory Council Representatives shall:

- A. Act as a liaison between the Global Advisory Council and the Board;
- B. Disseminate information to and from the Board and Global Advisory Council;
- C. Lead the Global Advisory Council;
- D. Advance the mission and goals of the Organization;
- E. Promote the existence of the Organization;
- F. Attend all or otherwise participate in meetings of the Board as a voting member;
- G. Actively participate in at least one (1) committee of the Organization; and
- H. Exercise and perform such other duties and responsibilities as may, from time to time, be assigned by the Membership, the Board, these Bylaws, and the other governing documents of the Organization.