

Current Issue: November, 2019

Approved: \_\_\_\_\_

## **CASBO Officers & Directors Duties & Responsibilities Policy and Procedure**

The Colorado Association of School Business Officials has an elected board made up of a President, Vice- President, Past President, Treasurer/Secretary and nine (9) Directors.

The Duties and Responsibilities of the Officers and Directors are complex, many detailed in the Bylaws and others from process accountability, conference planning and just the normal duties that come with the management of any Association. This Policy & Procedure outlines those Duties and Responsibilities but is not intended to be all inclusive

The Board of Directors may select an Executive Director and other contractors that will perform the duties mutually agreed upon for the Association . The Board of Directors may select other contractors as deemed necessary. When duties as assigned by bylaws are designated to the Executive Director, they will be noted hereafter as ATED (Assigned to Executive Director), this does not relieve said officer of the responsibility but does delegate the function(s) to the Executive Director.

They are as Follows:

### **President:**

#### **Assigned in Bylaws**

1. The President shall preside at all meetings of the Association and the Board of Directors
2. Shall have general supervision of the affairs of the Association and shall perform the duties usually assigned to the chief executive of such an association.
3. Shall appoint all committees not otherwise provided for and shall be an ex officio member of the committee.
4. Shall set the agenda for Board of Directors meetings.
5. Shall train the Vice President in the responsibilities of that office.
6. Shall coordinate contract services evaluation and renewal.

#### **Process Accountability & Conference Planning:**

1. Oversees the entire scope of the Annual Spring Conference
2. Oversees the entire scope of workshops
3. Oversees the entire scope of Board of Directors meeting
4. Oversees the Association's general operating affairs. - ATED
5. Oversees the Association's strategic planning
6. Oversees the Association's budget process and implementation – ATED
7. Negotiates the following year contract with the Executive Director

## **Vice-President:**

### **Assigned in Bylaws**

1. The Vice President shall exercise all the functions of the President in the President's absence.
2. Shall work in collaboration with the President in preparation for the responsibilities of that office.
3. Shall work in collaboration with the Executive Director to prepare the program for the annual Fall meeting for the Association subject to the approval of the Board of Directors.

### **Process Accountability & Conference Planning:**

1. Oversees the entire scope of the Fall Conference.

## **Treasurer/Secretary:**

### **Assigned in Bylaws**

1. The Treasurer/Secretary shall collect and give receipts for all money due the Association, retaining duplicate receipts, and shall hold in safekeeping all Association funds and shall keep a written record of the proceedings and transactions of all meetings of the Association and the Board of Directors.
2. Shall pay all claims against the Association and shall retain all supporting documents and authorizations. -ATED
3. Shall prepare monthly financial reports of all receipts and disbursements and shall close and balance the Association's books at the end of each year. - ATED.
4. Shall prepare an annual budget as directed by the President. . - ATED
5. Shall invest all funds not required to meet the immediate needs of the Association. . - ATED
6. Shall maintain the membership data for all current members of the Association. . - ATED
7. Shall keep a file of all official correspondence of the Association. -ATED
8. Shall serve all necessary notices after approval by the President. -ATED
9. Shall report in writing the transactions of the Association at least once a year.
10. Shall at the expiration of the Treasurer/Secretary's term of office, transfer to the elected successor, all books, papers, records, and other property in his/her possession belonging to the Association.

### **Process Accountability & Conference Planning:**

1. Review and approve treasurer's report prior to the board meeting

## **Past President:**

### **Assigned in Bylaws**

1. The Past President shall provide historical information to the Board of Directors pertaining to Association business.
2. Shall support the activities of the President and Vice President in the responsibilities of those offices.
3. Shall serve as chair of the Nomination Committee.
4. Shall supervise the voting and election of officers and board of directors of the Association.
5. Shall serve as parliamentarian

### **Process Accountability & Nominations Chair:**

1. Shall seek qualified candidates for the Board of Directors
2. Shall distribute the “Expectations for Board Members” to all potential candidates as a condition therefore (Attachment #1)
3. Shall call it to the Board’s Attention when a Board member is in potential violation of such expectations

## **Board of Directors:**

### **Assigned in Bylaws**

1. The Board of Directors shall have the power to act in the name of the Association between regular meetings, provided said actions are not in conflict with the constitution or by-laws.
2. The Board of Directors shall meet at the call of the President or at the call of a majority of the Board of Directors.
3. The Board of Directors shall have the power to fill vacancies occurring in any office on the Board of Directors.
4. The Board of Directors shall have the power to call meetings of the Association.

### **Process Accountability & Conference Planning:**

Original Adoption Date: January 9, 2009  
Revised: November 8, 2019

# Expectations for Board Members

The Board has developed parameters to guide the behaviors of CASBO Board members. Prospective CASBO Board candidates must be aware of these expectations prior to being placed on the ballot.

1. Candidates should have the full support of their school district prior to running for a CASBO office.
2. All officers and board members are expected to attend the Spring and Fall Conferences. Board members and officers are typically obligated to at least 2-1/2 days at each conference.
3. Regularly scheduled Board meetings are the second Friday of each month, from 9:00am to 1:00pm, usually held in the Denver Metro area. A schedule is developed each year setting these meeting dates
4. Sub-committee assignments can occur, requiring additional meetings at least once per quarter.
5. CASBO officers or Board members who miss three meetings in a CASBO term year (April through March), should consider resigning their position. The President will call the individual to counsel the situation
6. If an Officer or Board member misses four meetings in a year, the Board will initiate an action during the next meeting to remove that person from office and will subsequently name a replacement.

These expectations were adopted by the CASBO Board through a resolution passed during the January 9, 2009 Board meeting.