

## Description of Officers Duties

**President:** The President shall be the principal executive Officer of the TSJRTC, shall preside at all meetings of the Executive Board, and shall have the duties and power normally appurtenant to the Office of President. The President may sign, with the Secretary or any other Officer of the TSJRTC authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed. The president initiates board meetings and conducts meetings, prepares Newsletters with the Secretary. The President may act as a Trial Chair for TSJRTC Sponsored Trails, but this is not a requirement. Trial Chair's are selected by the Board and can be any TSJRTC Member in good standing. All TSJRTC Trials are Chaired by Committee.

**Vice President:** The Vice President shall perform the duties of the President in case of the President's death, absence, resignation or incapacity. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the Executive Board.

**Treasurer:** If required by the Executive Board, the Treasurer shall give a bond for the faithful discharge of his or her duties, in such sum and with such surety as the Executive Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the TSJRTC; receive and give receipts for monies due and payable from any source whatsoever; and deposit such monies in the name of TSJRTC in such banks, trust companies or other depositories as shall be approved by the Executive Board. He or she shall, in general, perform all duties incident to the Office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Executive Board. His or her books shall at all times be open to inspection by the Executive Board, and he or she shall report to them at every meeting the condition of the TSJRTC finances; and at the Annual Meeting he or she shall render an account of all monies received and spent during the previous calendar year. Any request for an accounting of actual monies may be requested by any member in good standing at any time, and given in a timely manner.

**Secretary:** The Secretary shall keep a record of all meetings of the TSJRTC and of the Executive Board. He or she shall, in general, perform all duties incident to the Office of Secretary. He or she shall keep a roll of the members of the TSJRTC with their addresses and shall notify new members of their election to membership. He or she shall act as custodian of all of the TSJRTC records and have charge of the general club correspondence. He or she shall perform other duties as assigned by the President or the Executive Board. The Secretary prepares and submits the club affiliate news quarterly to the JRTCA for inclusion in True Grit.