



DUITES of the EEO Council's EXECUTIVE BOARD



CHAIRPERSON has overall responsibility for planning and carrying out the program of the Council and represents the Council to the Federal Executive Board and other federal and community organizations. The Chairperson shall be a current federal employee. The duties of the Chairperson include:

1. Planning, calling, and presiding over meetings of the Council and of its Executive Board;
2. Upon request, providing advice and counsel to Agency Heads, Federal Executive Board, and federal EEO Officers regarding Equal Opportunity Programs;
3. Reviewing Council finances and appointing an audit team at least 30 days prior to annual elections to audit and report on accounts;
4. Advising Council Committee Chairpersons;
5. Attending Federal Executive Board EEO Committee meetings;
6. Attending meetings of the Executive Board in an advisory capacity for one year following the expiration of his/her term of office;
7. Signing checks on Council accounts.

VICE CHAIRPERSON shall assist the Chairperson and shall perform the duties of the Chairperson during the Chairperson's absence. The Vice Chairperson shall be authorized to sign checks for the Council.

SECRETARY shall attend the meetings of the Council and the Board of Directors and keep a record of the proceedings. The Secretary will perform other secretarial duties required by the Board of Directors and the Council. The Secretary shall be responsible for distribution of meeting notices and the minutes of the previous meetings, at least two weeks prior to the meeting. The Secretary will prepare and distribute the agenda for Council meetings and will handle Council correspondence under the Chairperson's direction.

TREASURER shall act as custodian of all funds, receive and disburse such funds on the instructions of the Chairperson, and keep suitable books of account and make required reports. All such funds shall be deposited in the bank approved by the Board of Directors. The Treasurer shall make all such records available on demand to any audit committee designated by the Chairperson and to the Chairperson. The Treasurer shall be authorized to sign checks for the Council, along with the Chairperson and Vice Chairperson. Two signatures shall be required on bank transactions.

BOARD OF DIRECTORS shall be under the leadership of the Chairperson, and provide advice. The Board of Directors shall determine the Council's policies and procedures.