

Board Position Descriptions

Section 6.04: Chairperson. The Chairperson shall: (a) Preside over all meetings of the Executive Board; (b) Shall have administrative, managerial, and supervisory control over all the operations of SCAN Macomb; (c) Shall have the power and authority to make any and all of the ordinary and usual decisions concerning the operations of SCAN Macomb.

Section 6.06: Secretary. During the absence of the Chairperson and the Vice Chair, the Secretary shall exercise all the functions of the Chairperson. The Secretary shall perform all duties as assigned by the Chairperson or by the Executive Board including: (a) Issuing notices for all meetings, except for notices of special meetings of the Executive Board which are called by the requisite number of Officers. (b) Keeping minutes of all meetings, including a record of attendance; (c) Maintaining a register of the name and mailing address of each Member and Officer of SCAN Macomb; (d) Making such reports and performing such other duties as are required by the office of Secretary, or are properly required by the Executive Board.