

## **A. THE D20 ORGANIZATION: POSITIONS AND RESPONSIBILITIES**

### **A. (2) Officers of the Board**

#### **Officers of the D20 Board**

To see the incumbent(s), visit <https://acblD20.org/officials/> (revised 3/4/2024)

**President**

**Vice President**

**Secretary**

**Treasurer**

**Business Manager**

Approved: Vancouver Board meeting Feb. 2015.

#### **Responsibilities of Officers of the D20 Board**

##### **President**

- Presides at all meetings of the D20 Board of Directors and the annual Membership Meeting.
- Prepares the agenda for Board meetings, and the annual Membership Meeting.
- Appoints all committees and serves on them as an ex-officio member.
- Exercises general supervision over the activities of the D20 Board and has overall responsibility for running the District.

##### **Vice-President**

- Acts in the absence of the President; assists the President.

##### **Secretary**

- Is the Board Liaison with the Business Manager for secretarial matters, such as board meeting minutes, distribution of agendas, unit notifications, and any correspondence.
- Is responsible for updating the MOPP, together with the Bylaws Committee.
- Supervises the election of Area Representatives (Area Reps), which includes the following responsibilities:
  1. Notification of Units when an Area Rep needs to be elected.

2. Ensure that Units comply with their procedures as stated in the MOPP and District procedures as to timing.

**Treasurer**

- Is responsible for overseeing the management of all monies of the District.
- Is the Board Liaison with the Business Manager for financial matters.
- Is a member of the Finance Committee.

**Business Manager**

*(See A. (3) for responsibilities)*

Approved: June 2014