

**Tucson Unit #356 of The
American Contract Bridge League
Board Policy #4
Officer Responsibilities**

President

The Unit #356 President presides at all meetings of the unit board of directors and all general meetings of the unit membership. The President shall have voting rights in accordance with *Robert's Rules of Order Newly Revised in the then current edition*. The President appoints all committees and serves on them as an ex- officio member (but not on the Nominating Committee), except when the unit bylaws or regulations specify otherwise. He or she exercises general supervision over the activities of the unit and performs other duties that are incidental to the office, including those the unit board assigns.

Vice President

In the absence or incapability of the president, the Unit #356 Vice President assumes the President's duties and performs other duties that the president or board may assign.

Secretary

The Unit #356 Secretary:

- a. Attends all membership and board meetings.
- b. Records and keeps the board minutes.
- c. Completes and files all unit reports required by ACBL.
- d. Files any annual report required by the Arizona Corporation Commission.

Treasurer

The Unit #356 Treasurer:

- a. Has custody of and is responsible for all funds and securities of the unit.
- b. Deposits such funds in the bank or banks as designated by the board.
- c. Pays unit obligations from the unit funds as directed by the board.
- d. Maintains the corporation's books on the QuickBooks platform.
- e. Makes financial reports as directed by the board, including at a minimum, monthly Balance Sheet, Profit and Loss, and Register reports circulated to all board members.
- f. Timely files any tax return required by law.
- g. Maintains financial records of the Unit (for the period required by law) including supporting invoices, receipts, expense reimbursement requests, etc.

Approved by the Unit board January 20, 2021.