KERN COUNTY MEDICAL SOCIETY

RESPONSIBILITIES OF THE SECRETARY-TREASURER

From the KCMS Bylaws:

9.0103 Secretary-Treasurer

The Secretary-Treasurer shall supervise the retention of the corporate records of the Society and perform such other tasks as may be assigned by the Board of Directors and Officers, including keeping of the minutes for all business meetings of the Society, be the custodian of all records and papers of the Society, keep an accurate membership roll, and supervise all business and correspondence of the Society. In the absence of the President and President-Elect, the Secretary-Treasurer shall assume the duties of the President. In the event a full time Executive Director is employed by the Society, keeping of the minutes may be delegated to the Executive Director.

The Secretary-Treasurer shall supervise the fiscal affairs of the Society and perform such other tasks as may be assigned by the Board of Directors and Officers.

As per the above Bylaws duties of the Secretary-Treasurer are as follows:

- Review and approve bank statements, credit card statements, check backup and other miscellaneous financial documents monthly.
- Sign all checks written from the KCMS checking account.
- Attend and participate in four regular meetings of the Board of Directors per year.
- Attend and participate in any special meetings of the Board of Directors called by the President, Executive Committee or Board.
- Attend and participate in the annual meeting of the General Membership and all social events of the General Membership.
- Optional - Attend CMA's annual Legislative Day conference and meetings with local Legislators in District and in Sacramento.

Additionally, the Executive Committee and the Executive Director are the signatories for all of the KCMS bank accounts. All checks must have two signatures which are signed by the Secretary-Treasurer and the Executive Director. In the Secretary-Treasurer's absence, another officer may sign the checks.

The Secretary-Treasurer shall perform such other duties as customs and parliamentary usage may require or the Board may direct.

RESPONSIBILITIES OF ALL BOARD MEMBERS INCLUDING THE SECRETARY-TREASURER

The KCMS Board of Directors is the governing authority to:

- Establish policy.
- Determine programs.
- Recommend expenditure of funds.
- Develop and maintain the internal structure of KCMS (including bylaws and adherence to bylaws).
- Review appointments made by the president.

The paramount responsibility of any board is to pursue and attain the stated mission and to ensure the long-term welfare of the overall organization. It is the responsibility of the Executive Director to manage the everyday operations of the organization and implement the goals and strategies agreed upon by the Board.

Individual Responsibilities of Board Members:

- Attend all Board Meetings (there are typically 4 Board Meetings per year). Board meetings are usually on a Monday at 6pm via Zoom.
- Be informed about the organization's purpose, services, policies, and programs.
- Review agenda and supporting materials.
- Serve on Board committees and offer to take on special assignments.
- Assist the Board in carrying out its fiduciary responsibilities.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- A Board member, regardless of personal point of view, is responsible to support the decisions of the Board in public.
- No Board member has any right or authority to act upon his/her own in the name of the organization unless delegated specific authority by the Board of Directors.

It is very important that Board members support all meetings of KCMS. Although only the executive officers, to include the Secretary-Treasurer, usually have formal duties at these functions, it is important that KCMS leaders attend to set an example and support KCMS by attending.