Duties of a Friends Board

President

- Preside at all meetings.
- Overall supervision and administration of the Friends.
- Ensure all policies and actions are approved by the membership and that they are properly implemented.
- Prepare and present an annual report to members.
- Be a representative of the Friends in the community.

Vice-President

- Carries out the duties of the president when the president is absent.
- Other duties as assigned by the president.
- Be a representative of the Friends in the community.

Secretary

- Prior notice of meetings.
- Preparation and circulation of all correspondence.
- Recording, preparation and circulation of the minutes of all meetings.
- Presentation of the minutes at meetings.
- Maintain a copy of all records (e.g. constitution, membership list, ad hoc committees, reports, etc.).
- Be a representative of the Friends in the community.

Treasurer

- Manage and oversee the financial affairs of the group.
- Develop and follow the group’s financial policies, including decisions on cheque signing authority, expense reimbursement, and credit card usage.
- Prepare and monitor the group’s annual budget.
- Keep up-to-date records that detail the all financial transactions.
- Be a representative of the Friends in the community.