

## ARTICLE XI

### Duties of the Officers

CHAIRPERSON

VICE-CHAIRPERSON

SECRETARY

TREASURER

**CHAIRPERSON** shall be the Chief Executive Officer of the Board, shall exercise general supervision and control of the business and affairs of the Board. He/She shall, when present, preside at all meetings of the Board. He/She shall have authority to appoint such agents and employees of the Board as deemed necessary, to prescribe their power, duties and compensation and to delegate necessary authority to them. The Chairperson shall have authority to sign, execute and acknowledge on behalf of the Board all contracts, reports, certificates and all other documents or instruments necessary or proper to be executed in the course of the Board's regular business, in accordance with Article VIII.

**VICE-CHAIRPERSON**. In the case of the death or absence of the Chairperson, or when requested to do so by the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson's office. The Vice-Chairperson when so acting, shall have all the powers of and be subject to all restrictions placed upon the Chairperson. The execution of any instrument of the Board by the Vice-Chairperson shall be conclusive evidence as to third party of his/her authority to act in the stead of the Chairperson.

**SECRETARY**. The Secretary shall keep minutes of all meetings of the Credentialing Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; the Secretary shall be custodian of the corporate records and shall perform all duties incident to the office of the Secretary to include sending minutes for meetings to the Board no later than (2) weeks following each meeting, recording motions and policy passed by the board updating the passed motion and board policy documents following each meeting, and such other duties as may be delegated or assigned by the Chairperson. The Secretary shall have authority to sign on behalf of the Board all contracts, in accordance with Article VIII.

**TREASURER**. The Treasurer shall have charge and custody of and be responsible for oversight of all funds of the Board and in general shall perform all duties incident to the office of Treasurer to include enforcement and oversight of the board fiscal policy, preparation of treasurer reports for bi-monthly board meetings, participate on budget planning/preparation meetings and have such other duties and exercise such other authority as from time to time may be delegated or assigned by the Chairperson or Board.