

PKU ORGANIZATION OF ILLINOIS

Position Description, Revised February, 1996

PRESIDENT

- A. In charge of, supervise and control the affairs of the PKU Organization of Illinois.
- B. Execute contracts and other instruments or documents on behalf of the Organization.
- C. Oversee the Nominating Committee for Board Elections, and utilize the most recent past President as the Chairperson of this Committee or follow whatever process is contained in the By-Laws.
- D. Maintain, Develop and Oversee the Operating Committees as appropriate:
 - 1. that he/she submits a written report of the committee meetings; and
 - 2. that he/she submits an annual report of the committee's activities and accomplishments by the Annual Meeting.
- E. Assist in the management of the affairs of the Organization.
- F. Oversee the By-Laws and uphold the goals and principles of the Organization.
- G. Attend all Board Meetings and Special Meetings.
- H. Chair Annual Meeting Committee

PKU ORGANIZATION OF ILLINOIS

Position Description, Revised March, 2006

VICE-PRESIDENT

- A. Perform all President's duties in the absence of the President.
- B. Handle all duties assigned by the President.
- C. Function as the Committee Chief of Staff; to oversee and coordinate the activities of all of the Organization's Operating Committees.
- D. Chair specific Operating Committee(s) as assigned by the President.
- E. Assist in the management of the affairs of the Organization.
- F. Oversee the By-Laws and uphold the goals and principles of the Organization.
- G. Attend all Board Meetings and Special Meetings.
- H. Assist in the organization and planning of the Annual Meeting.

PKU ORGANIZATION OF ILLINOIS

Position Description, Revised January, 2003

TREASURER

- A. Maintain, be in charge of, and be responsible for the maintenance of adequate books of account for the Organization. Prepare monthly financial statements.
- B. Be in charge of all funds and securities of the Organization and monitor their distribution. Pay all expenses incurred by the Organization or any of its members.
- C. Handle the receipt of all checks and drafts.
- D. Prepare federal and state tax filings.
- E. Prepare and maintain current filings with Illinois Secretary of State and Illinois Attorney General.
- F. Prepare annual budget.
- G. Perform all duties incident to the office of Treasurer, and other duties that may be assigned from time to time.
- H. Chair an Operating Committee as assigned.
- I. Serve as the Organization's Registered Agent.
- J. Summarize at each Board Meeting the source of revenues (i.e. contributions from PKU Press, Memorial contribution, raffle, Shop 'n Share, etc.).
- K. Assist in the management of the affairs of the Organization.
- L. Oversee the By-Laws and uphold the goals and principles of the Organization.
- M. Attend all Board Meetings and Special Meetings.
- N. Assist in the organization and planning of the Annual Meeting.
- O. Manage all banking relationships to include the Organization's cash accounts and lines of credit.

PKU ORGANIZATION OF ILLINOIS

Position Description, Revised February, 1996

SECRETARY

- A. Perform Secretarial Duties of the Organization:
 - 1. Record and Distribute the Minutes of Board Meetings.
 - 2. See that all notices are duly given in accordance with the By-law provisions. Handle notice of place, day and hour of all Board Meetings. (30 days prior to the date of the meeting and 15 days prior to special meetings.
 - 3. Act as custodian of the Corporate Records and seal of the Organization (if any)
 - 4. Keep a register of the Post office address of each Member.
 - 5. See that the Organization maintains a Registered Agent.
 - 6. File Annual Reports.
- B. Execute with the President any contract or other instrument or document which the Board has authorized to be executed.
- C. Perform all duties incident to the office or as assigned.
- D. Assist in the management of the affairs of the Organization.
- E. Oversee the By-Laws and uphold the goals and principles of the Organization.
- F. Attend all Board Meetings and Special Meetings.
- G. Assist in the organization and planning of the Annual Meeting.
- H. Chair an Operating Committee as assigned.

PKU ORGANIZATION OF ILLINOIS

Position Description, Revised February, 1996

BOARD MEMBER

- A. Perform all duties incident to membership or as assigned.
- B. Assist in the management of the affairs of the Organization.
- C. Either Chair or be a member of Operating Committees, as assigned.
- D. Attend all Board Meetings and Special Meetings.
- E. Assist in the organization and planning of the Annual Meeting.
- F. Uphold the goals and principles of the Organization.