

BYLAWS

DUTIES AND AUTHORITY OF EXECUTIVE COMMITTEE

Duties of Executive Director

The Executive Director shall:

- A. Serve as secretary of the Association;
- B. Take and keep the minutes of all meetings of the delegates of the Association, the Board of Directors and the Executive Committee;
- C. Keep the corporate seal and conduct all official correspondence;
- D. Co-sign with the president all vouchers for payment or withdrawal of Association funds;
- E. Be responsible for the operation and maintenance of the Association offices, and for the hiring, evaluation, discipline and discharge of personnel pursuant to policies established by the Board of Directors;
- F. Serve as chief executive officer of the Association and have general responsibility for executing the policies of the governing body of the Association;
- G. Enter into contracts and transact the business of the Association in accordance with policies and procedures established by the president and/or Board of Directors;
- H. Make recommendations concerning policy matters to the Executive Committee and Board of Directors;
- I. Report on the activities of the Association at each regular meeting of the delegates; and
- J. Perform such other duties as may be prescribed by these bylaws or by the governing authority of the Association, provided, however, that the executive director shall not have the privilege of voting at any meeting of the Association or Board of Directors.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/9358

BYLAWS
DUTIES AND AUTHORITY OF EXECUTIVE COMMITTEE

Article VIII, Section 8