

Monrovia Providers Group

Serving Seniors in Monrovia and surrounding communities

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MPG Officers' Duties

Section 6.4. **President:** The President shall be the principal executive director of the Organization and shall have general supervision and control over all of the business and affairs of the Organization and shall implement policy established by the members. The President shall preside at all meetings of the organization, execute all conveyances, notes, contracts, or other instruments authorized by the members, serve as an ex-officio non-voting member of all standing committees, perform and discharge all duties incidental to the office of the President and such other duties as may be assigned by the members.

Section 6.5. **Vice President:** In the absence of the President or in event that the President is unable to fulfill the duties of the office for any reason, the Board of Directors shall empower the Vice-President to perform the duties of the President, and when acting, shall have all powers of and be subject to all the restrictions upon the President. The Vice-President shall assume responsibility for annual review of the Bylaws. The Vice-President shall perform such other duties as may be assigned to him or her by the President or by the members.

Section 6.6. **Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the organization, keep or cause to be kept complete and accurate financial records, receive and give receipts for monies due and payable to the organization and from any source whatsoever, deposit all such monies in the name of the organization in such banks or other depositories as shall be selected in accordance with the provisions of these Bylaws, and in general perform all the duties incidental to the office of Treasurer and such other duties as may be assigned to him or her by the President or by the members.

Section 6.7. **Secretary:** The Secretary shall keep or cause to be kept the minutes of the meetings of this organization. The Secretary shall also keep or cause to be kept all organization records and shall in general perform all duties incidental to the office of Secretary and such other duties as may be assigned to him or her by the President or the members.

Section 6.8. **Immediate Past-President:** The Immediate Past-President/Chair shall provide counsel and advice to the President and other officers and perform such other duties as may be assigned to him or her by the President or the members.

Section 6.9. **Public Relations Officer:** The Public Relations officer shall coordinate and administer promotions of the organization. The Public Relations officer shall assist other officers and committees of MPG with promotion and perform such other duties as may be assigned to him or her by the President or the members.