



CSS Board of Trustees Officer's Duties

Chair

The Chair of the Board has ultimate responsibility for the actions of the Board. The Chair will represent the Board at internal and external events and is the liaison from the Board to the Colorado Springs School Foundation, Inc. and auxiliary organizations. The Chair will work closely with the Office of Advancement and Alumni Relations and the Advancement Committee in securing resources for the School. The Chair will fulfill the duties of the President in the event that the President is absent or unable to act. The Chair will work closely with the President to coordinate their activities in fulfilling the following responsibilities: appointing chairs of standing and special committees and attending meetings with parents and faculty as needed. The Chair will work with the Head and the President to achieve the mission of the School. The Chair will do and perform such other duties as may from time to time be assigned by the Board.

President

The President will preside at all meetings of the Board and Executive Committee and coordinate the work of the Board and the Executive Committee. The President will work with the Head to organize and set the agenda for meetings of the Board or Executive Committee. The President will have sole authority to organize and set the agenda for the annual Board retreat. The President will lead the process for evaluating the Head. The President will, when directed by the Board, sign with the proper officers of the School all contracts, securities and other obligations of the School in the name of the School. The President will fulfill the duties of the Chair in the event that the Chair is absent or unable to act. The President will work closely with the Chair to coordinate their activities in fulfilling the following responsibilities: appointing chairs of standing and special committees and attending meetings with parents and faculty as needed. The President will work with the Head and the Chair to achieve the mission of the School. The President will do and perform such other duties as may from time to time be assigned by the Board.

Secretary

The Secretary will prepare or cause to be prepared the minutes of all meetings of the Board and Executive Committee. The Secretary will sign the minutes after they have been approved by resolution of the Board. The Secretary will give and serve notices for the School; attest the signatures of the proper officers to all contracts, securities, and all other obligations of the School in the name of the School; perform all duties incident to the office of Secretary, subject to the control of the Board, the Executive Committee or the President. The Secretary will fulfill the duties of the President in the event the President is absent or unable to act and the Chair is also absent or unable to act in the President's stead.

Treasurer

The Treasurer will be the principal financial officer of the School and will have the care and custody of all funds, securities, evidences of indebtedness and other personal property of the School. The Treasurer will deposit, invest, account for and discharge assets of the School in accordance with the instructions of the Board. The Treasurer will also prepare or cause to be prepared and will present to the Board no later than November 1 of each year an audited financial report and balance sheet showing the assets and liabilities, income and operation expenses of the School at the close of the preceding fiscal year. The Treasurer will also, whenever requested by the Board, the Chair, or the President, render a statement of the finances of the School. The Treasurer may serve as the chair of the Finance Committee.