

Del Puerto Health Care District

Board Officer Job Duties

PRESIDENT.

- The President shall be the principal officer of the District and the Board, and shall preside at all meetings of the Board.
- The President shall appoint all Board committee members and committee chairmen, and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.

VICE PRESIDENT.

- The Vice President may assume and perform the duties of the President in the absence or disability of the President.
- The Vice President shall perform such other duties, and have such other powers as the Board or the President shall designate from time to time.

SECRETARY.

- The Secretary shall
 - (i) provide for the keeping of the minutes of all meetings of the Board,
 - (ii) give or cause to be given appropriate notices,
 - (iii) act as custodian of all records and reports and of the corporate seal, if any, assuring that it is affixed, when required by law, to documents executed on behalf of the District, and
 - (iv) shall have such other powers and perform such other duties as may be prescribed by the Board, the President or by these Bylaws.

TREASURER.

- The Treasurer shall
 - (i) provide for the keeping of the minutes of all meetings of the Board,
 - (ii) give or cause to be given appropriate notices,
 - (iii) act as custodian of all records and reports and of the corporate seal, if any, assuring that it is affixed, when required by law, to documents executed on behalf of the District,
 - (iv) be charged with the safekeeping and disbursement of all funds in the treasury of the District as approved by the Board and in accordance with District Law, and
 - (v) shall have such other powers and perform such other duties as may be prescribed by the Board, the President or by these Bylaws.