

## **New England Tennis & Education Foundation**

### **Board Role Descriptions**

***President.*** The President shall serve as the chief executive officer of the Corporation and shall, subject to the direction of the Board of Directors, have general supervision and control of its affairs. Unless otherwise provided by the Board of Directors he or she shall preside, when present, at all meetings of the Board of Directors and shall be an ex officio member of all committees established by the Board. The President shall have such other powers and perform such other duties as the Board of Directors may from time to time designate.

***Treasurer.*** The Treasurer shall be the chief financial officer of the Corporation and, subject to the directions of the Board of Directors, shall have general charge of the financial affairs of the Corporation and shall cause it to keep accurate books of account. The Treasurer shall be responsible for custody of the funds, securities, and valuable documents of the Corporation, shall cause the preparation of an annual budget for presentation to the Board of Directors and such interim budgets as are needed, and shall have such other powers and perform such other duties as the Board of Directors may from time to time designate.

***Clerk.*** The Clerk shall keep a record of the meetings of the members and of the Board of Directors. In the absence of the Clerk from any such meeting, a temporary clerk designated by the person presiding at the meeting shall perform the duties of the Clerk.

***Additional Officers.*** In addition to the officers required by these By-laws, the Board of Directors may appoint from time to time one or more additional officers and agents of the Corporation, who need not be members of the Board of Directors, and who shall have such titles, powers and duties as shall be prescribed by the Board of Directors. If a Vice President is appointed, unless the Board of Directors otherwise determines, he or she shall have the powers and responsibilities of the President in the absence or incapacity of the latter.