

**Executive Board:** Shall be made up of The President, Vice President, and Secretary / Treasurer. They shall be active members in good standing. Except for reason of appointment to fill a remainder of the term, the President and Vice President shall serve no more than three successive terms in their respective offices.

**Function:** The Executive Board shall function to expedite the flow of business by review and clarification of reports and proposals requiring Board action, and authorization of such actions which may be beyond the authority of an individual Officer. The Executive Board shall meet on a regular basis upon call of the President. The Board shall be responsible for the proper handling, generation, expenditure, and safekeeping of all Association monies; shall periodically review Association fiscal policies and practices, and subject to the aforementioned provisions, shall retain final authority on all such matters. It shall approve the budget for each fiscal year. It shall function in the interests of the Association and be accountable to the membership. It shall uphold and implement the provisions of the Constitution and the Policies and Procedures, and such other mandates as the Association may choose to impose. It shall otherwise exercise appropriate control and responsibility for all Association affairs for which guidance is not specifically reserved to other authority. It is empowered to act on its own authority on issues and questions that cannot be deferred until the next Annual Meeting of the Association. It shall communicate its actions and deliberations to the general membership through digital means. The membership at large shall confirm the proceedings and actions of the Executive Board at the Annual Business Meeting.

**Records:** The Executive Board shall institute and maintain adequate records of proceedings in the form of minutes and standing roles. Motions of record shall be indexed for reference and available for responsible study. The Board shall establish and maintain the Policies and Procedures on a perpetual basis. The Policies and Procedures shall be subordinate to the BCA Constitution.

**President:** The President is the Chief Executive Officer and shall preside at all meetings of the Association and implement fiscal policies and practices as appropriate and as empowered by the Association Constitution and Policies and Procedures. They shall be ex officio member of every committee, and shall have the powers and privileges that usually pertain to such office except those specifically reserved by the Constitution to other Officers. Directors shall ensure the President's involvement in all matters of agenda; and their inclusion in the distribution of all reports and records of proceedings. Should the President vacate the office prior to the normal expiration of term, the Vice President shall become President for the remainder of the term.

**Vice President:** The Vice President shall function as the Moderator and shall preside at all Town Hall Meetings. In the absence or temporary disability of the President, he/she shall act in place of and for the President and discharge those functions pertinent to the immediate situation. Should the Vice President vacate the office prior to the expiration of the term, the Town Hall meeting shall elect one of its numbers to function as Moderator pro tem.

**Secretary/Treasurer:** The Secretary/Treasurer shall be the chief fiscal officer responsible for the proper recording of all proceedings and transactions of the Association. They will maintain a complete, current roster of the members of the Association. The Secretary/Treasurer shall be responsible for the collation, safekeeping, and appropriate distribution of all reports of Association functionaries and committees; and for the receipt and safekeeping, disbursement, and accounting of its funds and real properties. It shall be their duty to institute, maintain and supervise whatever procedures may be required for the proper discharge of these responsibilities consistent with Association's Constitution and Policies and Procedures Manual. Should the Secretary/Treasurer vacate the office prior to the expiration of term, the President shall appoint an Active member to the vacancy.