

## **OFFICERS AND BOARD OF DIRECTORS DUTIES:**

**PRESIDENT** – Shall have the duties normally associated with the office and shall have the power to appoint the committees (ad-hoc) and may call a special meeting of the network with the approval of the Board of Directors, upon giving notice to members specifying the purpose of the special meeting.

**PRESIDENT-ELECT** – Shall work closely with the President and shall automatically assume the office of President following the Fall meeting.

**SECRETARY** – Duties are those normally associated with the office.

**TREASURER**- The treasurer is responsible for overseeing the KEDIN budget and investments. Manage and work to minimize financial risk for the KEDIN. Supervise cash management and support proper expenditure to promote the growth of the employee resource group. All other duties that not assigned.

## **COMMITTEE CHAIRS:**

1. Policy and Resolution (PR)
2. Professional Development/ Programs
3. Public Relations & Information (P.R.&I)
4. Nominations
5. Membership

## **COMMITTEE DESCRIPTION:**

1. **Policy and Resolution** – This committee should develop and review policies and consider submitting resolutions to the Kentucky Diversity Network. This committee will also be responsible for any revisions in the Constitution and By-laws.
2. **Professional Development & Programs** – This committee should identify and promote opportunities that are available to enhance the professionalism of the membership. They should disseminate this information to membership and the responsibility of compiling state, as well as national trends and sharing these with the Kentucky Extension Diversity & Inclusion Network and other interested organizations.
3. **Public Relations and Information (P.R. & I)** – The primary goal of the committee is to make available to members public information and promotional ideas that is of interest to the Kentucky Diversity Network.
4. **Nominations** – The Nominating Committee should review the credentials of each nominating member and place the most qualified names whenever possible, in nomination for the various offices at each election.  
The duty of the Nominating Committee is to select a slate of no more than two candidates for each office: President, President-Elect, Secretary, and

Treasurer. The committee should review the credentials of each nominating member and place the most qualified names whenever possible, in nomination for the various offices at each election.

5. **Membership** – The committee will be responsible for greeting new agents, recruitment of new members, coordinating of the Mentor Program.