

Lower Ninth Ward Economic Development District Duties of Board Officers

1. The Board shall have three (4) officers consisting of a Chair, Vice-Chair, Treasurer/ Secretary. These Officers shall constitute the Executive Committee.
2. Election and Term. The Officers of the Board shall be elected by the Members. Such elections shall be held at the Annual Meeting, or as soon thereafter as feasible. The terms will be included in the L9 EDD board bylaws
3. In case a vacancy occurs among the elected officers, due to resignation or other cause, an election shall be held, at a regular or special meeting called for such purpose, to fill the vacant office for the unexpired portion of the term.

Chair:

The duties of the Chairman shall be:

1. To preside at all meetings of the Board, with the right to vote on all issues.
2. To supervise and control business affairs of board
3. Serve as NOLABA Liaison
4. To call special meetings of the Board, at his/her discretion, or upon the request of five members.
5. To serve as an ex-officio member of all committees, with the right to vote on all issues.
6. To act as primary spokesperson for the board
7. To countersign checks with any one of the other Officers of the Board or the President & CEO.
8. To perform such other duties as are usually incumbent upon the Chairman of an economic development office.
9. To review and report to board the annual budget

Vice-Chair:

The duties of the Vice Chair shall be:

1. Whenever the Chair is absent from any regularly scheduled meeting, or from a special meeting called by the Chair, the Chair's duties shall be performed by the Vice Chair. The Vice Chair may assume the duties of the Chair for the purpose of calling a special meeting when the Chair is temporarily absent from the area, or when the Chair is temporarily incapacitated through illness or otherwise.
2. Whenever the Chair's absence from the area, or the Chairman's incapacity due to illness, prevents the Chairman from handling routine but necessary Board business, at times other than official meetings, such business shall be handled by the Vice Chair.
3. Should a vacancy occur in the office of the Chairman, the Vice Chair shall succeed to

4. the office of the Chair with all powers and duties of the Chairman. In such an event, the Vice Chair shall serve in the office of the Chair until the Board shall elect a new Chair from a list of nominees prepared by the Nominating Committee.
5. To support treasurer in annual budget and financial requirements
6. To countersign checks when chair or treasurer is not available for reasons stated in #2 (look at reference to other boards; ask legal counsel for support)
7. S&A enforce roberts rule of order and board rules for meeting protocol

Secretary/Treasurer

The duties of the Secretary shall be:

1. Prepare agenda for meetings (submit draft to president/chair for approval)
2. To set-up board meetings and doodle polls for scheduling
3. To keep, or cause to be kept, a record of the minutes of all meetings of the Board and post to the state board website after full chair review.
4. To insure or cause to ensure the safekeeping of the records, minutes, papers and documents of the Commission and Board. All minutes, papers and documents of the Board shall be kept at the office and shall be available for inspection by Board members at all times.
5. To post all required notices to state board website and additional public notices the board identifies
6. To complete state Annual Act forms
7. Treasurer and shall assume all duties of the Treasurer until a new Treasurer is elected by the Board

Treasurer section:

8. To report annual state financial statement
9. To support chair/president in drafting annual budget
10. To serve as financial risk manager (completes financial docs to include insurance forms, support in grant financial statements)
11. To insure or cause to insure safekeeping of funds and other securities of L9 EDD
12. To make or cause to be made a monthly financial report of receipts and disbursements, to be presented at regular meetings of the Board. The Treasurer shall also submit any other special reports required by the Chairman or by the Board.
13. To sign documents relating to the financial business of L9 Economic Development District and the Board as may be directed by the Board.
14. To countersign checks with any one of the other designated Officers of the Board
15. To perform such other duties as are usually incumbent upon the treasurer of a commission, board or other entity similar in nature to the Commission.

All Board Members:

1. Attend and participate in board meetings or send representative (put to a vote which way board wants participation)
2. Complete financial statement forms
3. Complete annual Louisiana Ethics Training

2014 Louisiana Laws Revised Statutes TITLE 12 - Corporations and Associations RS 12:225 - Officers and agents Universal Citation: [LA Rev Stat § 12:225](#)

§225. Officers and agents

A.(1) The board of directors shall elect a president, a secretary and a treasurer, and may elect one or more vice presidents. Unless otherwise provided in the articles, none of said officers need be a director, and any two of these offices may be combined in one person; provided that no person holding more than one office may sign, in more than one capacity, any certificate or other instrument required by law to be signed by two officers. The treasurer may be a corporation.

(2) If the officers are listed in the articles or in an amendment thereto, a municipal address, which shall not be a post office box only, shall be indicated for each such officer.

B. Such other officers and agents as may be necessary for the business of the corporation may be appointed by the board of directors or in the manner provided in the by-laws.

C. Election or appointment of an officer shall not of itself create contract rights.

D. Officers and agents shall have such authority and perform such duties in the management of the property and affairs of the corporation as may be prescribed in the by-laws or by the board.

E. Any officer or agent may be removed by the board of directors with or without cause at any time, without prejudice, however, to the contract rights of the person so removed.

F. The articles may provide that only the members, or only a particular class or classes of directors, or only directors elected by the vote of a particular class or series of members, may elect certain or all of the officers, in which event officers so elected may

be removed without cause only by the members or directors empowered to elect their successors.

G. Except as otherwise provided in the articles or by-laws, or by resolution of the board of directors, the president or vice-president of any corporation shall have power in the name and behalf of the corporation to authorize the institution, prosecution or defense of any suit and other legal proceedings, and no exception of want of authority shall lie on the part of any other party. Such persons shall have authority in the corporation's name and behalf to direct the issuance of conservatory writs and to bond property in custodia legis, to execute bonds in connection with any legal proceedings, and to make any affidavit required by law or the rules of the court. Such acts shall have the same force and effect as the act of the corporation itself, and be binding upon it.

Acts 1968, No. 105, §1; Acts 1989, No. 102, §1.