

Subject: Kit Carson Electric Cooperative Policy – Executive Officers of the Board of Trustees			Policy No.: 1.2
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EXECUTIVE OFFICERS OF THE BOARD OF TRUSTEES

PRESIDENT


The President is the Executive Officer of the Cooperative, and by virtue of the office, the President will convey all policies adopted by the Board to the Chief Executive Officer and to other interested parties. The President will preside over all regular and special meetings of the Board and over all regular and special meetings of the Members, and will perform all other duties as designated by the Board in all dealings with the public and at all meetings where the interest of the Cooperative is at issue and being discussed.

The President may serve as an *ex officio* member of any committee of the Board.

The President shall not commit the Cooperative on any matter except when authorized by the Board and directed to make such commitments. The President shall keep the Board fully informed and report to them on all matters which have been referred to him or her. He or she shall not make any decisions, nor enter into agreements with any person(s), without full authority and directions from the Board. In the event of an emergency, the President may act for the Board, with the advice of the proper consultants and/or committee(s). The President shall perform such other duties as set forth in the Cooperative’s Bylaws.

VICE PRESIDENT

The Vice President of the Board shall act as President in the absence of the President or in the event of his or her inability or refusal to act, and the Vice President shall perform all the duties of the President and shall have all the powers and be subject to the same restrictions as are upon the President. The Vice President shall perform such other duties as may, from time to

 President	Date: <u>August 25, 2015</u>
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time, be assigned to him or her by the Board as set forth in the Cooperative’s Bylaws.

SECRETARY

The Secretary of the Board shall cause to be kept minutes of the meetings of the Members and of the Board in one or more books provided for that purpose, to certify to the proceedings of the Board, and perform such other duties as set forth in Cooperative’s Bylaws.

TREASURER

The Treasurer shall cause the Financial Manager to establish a Chart of Accounts for each of the Cooperative’s Divisions in accordance with generally accepted accounting principles to track the financial affairs of each Division and ensure that costs, expenses, revenues and other funds are properly accounted for and allocated among Divisions so as to avoid cross-subsidization. In performing these duties, the Financial Manager acts on behalf of the Treasurer and is responsible to the Treasurer. All Charts of Accounts shall be open for the inspection by the Treasurer at all times. The Treasurer shall perform such other duties as set forth in the Cooperative’s Bylaws.

 President	Date: <u>August 25, 2015</u>
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