

About TFI's Board and Its Functions

President – is the chief executive officer of the Corporation. He presides at all meetings and is an ex-officio member of all standing and temporary committees of the corporation. He executes all contracts and other instruments of writing authorized by the board as a whole; and subject always to the direction of the board as a whole; he exercises such other authority and performs other duties as the board as a whole prescribes. He shall assist in the solicitation of donors. He shall give aid and direction to the vice-presidents when needed and serve as the oversight person for the vice-presidencies. In the event of a vacancy of a vice-presidency or the treasurer, he shall either assume all responsibilities of said vacant position(s) until the vacancy is filled or appoint someone Interim VP/Interim Treasurer for a period of time not to exceed one year or until a new vice president/treasurer is confirmed by the board as a whole; shall be responsible for the recruitment of vacant vice-presidencies/treasurer position(s) and recommend willing and qualified candidates to the board for confirmation.

Executive Vice-President – shall assist the president in the management of the corporation; shall preside over meetings of the corporation in the absence of the president; in the event of the absence, incapacity, or refusal to act of the president, he shall possess all the powers and perform all the duties of the president; in the event of a vacancy in the office of president due to death, resignation, expulsion, or any other means, he shall assume the duties of President, for a period of time not to exceed one calendar year or until a new President is confirmed by the board; shall also perform all other duties assigned by the president.

Treasurer – is responsible for the collection of moneys owed to the corporation and the payment of all corporation debts. He shall have supervision and custody of all moneys and securities of the corporation, as well as hold secure all corporation documents and records; shall cause all moneys and other valuable effects to be deposited in the name and to the credit of the corporation in such accounts and in such depositories as may be designated by the board; shall disburse and supervise the disbursement of funds of the corporation in accordance with authority of the president, or the board, taking proper vouchers therefore; shall render to the president and board at regular meetings of the board a detailed account of the financial condition of the corporation; shall submit or cause the submission of all forms, reports, documentation, and/or any other required material to maintain corporation status; shall act as Secretary at board meetings and shall record, or cause to be recorded the minutes of said meetings. Based on need the Board shall have the power to recruit and appoint an Assistant Treasurer to assist him in his responsibilities.

Vice-President of Information Management – is charged with the management and/or maintenance of the Tech Fiji Inc. website (www.techfijiinc.com) and the Graduate Information and Donations Tracking Database. He shall be the contact person for requesting Graduate Information to facilitate mailings from both TFI and the undergraduate chapter; shall be responsible for the recruitment and oversight of all subordinate positions under his area; in the event of a vacancy of subordinate position(s), he shall assume all responsibilities of said subordinate position until the vacancy is filled; shall also perform all other duties assigned by the president.

Committees/Subordinate Positions within Information Management:

Webmaster – is charged with the maintenance of the Tech Fiji Inc website and will directly report to the Vice-President of Information Management. In the absence of, or vacancy of the VP for Information Management, the Webmaster will report to the TFI President.

Vice-President of Expansion – is charged with the development and implementation of strategies/plans for future properties, or major renovations to existing properties, belonging to the corporation. He shall be responsible for oversight of the Future Properties Committee, as well as the recruitment of committee members; shall set as Chair of the Future Properties Committee, and shall appoint the heads of any standing or temporary sub-committees, of the Future Properties Committee created by the board; shall also perform all other duties assigned by the president.

Committees/Subordinate Positions within Expansion:

Future Properties Committee

Vice-President of Property Management & Chapter Relations – is charged with the management, maintenance, and minor improvements of the existing properties of the corporation. The coordination of all maintenance and/or minor improvement projects shall be his responsibility. If the Chapter is coordinating

said project(s), he shall be the contact person for "prior approval"; shall work with the Chapter's Cabinet to help insure that the Chapter House is filled to capacity; if called to, he shall assist the TFI Treasurer in the collection of rent and/or Chapter parlor fees. [It is preferred that the Graduate Brother holding this office live in or near Cookeville, TN.]

Vice-President of Fundraising - is charged with the development and implementation of strategies/plans for improvement in the area of fundraising, as it relate to the corporation. He shall be responsible for oversight of the Annual Fundraising Committee, as well as the recruitment of committee members; shall set as Chair of the Annual Fundraising Committee, and shall appoint the heads of any standing or temporary sub-committees, of the Annual Fundraising Committee created by the board; in the event of a vacancy of subordinate position(s), he shall assume all responsibilities of said subordinate position, until the vacancy is filled; shall also perform all other duties assigned by the president. *If the corporation launches a capital campaign, he will be responsible for oversight of the Capital Campaign Committee, as well as, coordinate the Board's recruitment of committee members.

Committees/Subordinate Positions within Fundraising:

Annual Fundraising Committee

***Capital Campaign Committee**

Coordinator of Online Donation Programs – is charged with the maintenance and management of the online donations account (PayPal) and reports to the Vice-President of Fundraising; will collaborate with the treasure to establish a schedule for the transfer of funds from the PayPal account to the TFI account(s). In the absence of, or vacancy of the VP of Fundraising, the Coordinator will report to the TFI President.

Vice-President of Graduate Relations – Area Coordinators will be recruited to plan local Graduate activities in geographical areas where there is a prevalent number of Chapter Graduates. One Area Coordinator will be selected to serve on the board as Vice-President of Alumni Relations and shall act as the liaison between the coordinators and the board.

Committees/Subordinate Positions within Alumni Relations:

Area Coordinators

Councilor(s) – Graduate Brothers possessing special knowledge or talents (i.e. Attorneys, Architects, Accountants, Contractors, Professional Development Officers, and prior Board Executives) may be appointed to the board and shall act as special council.

Chapter President – The current chapter President shall serve as a member of the executive board and shall represent the interests of the Undergraduate Chapter.

Purple Legionnaire – The current Purple Legionnaire shall serve as a member of the executive board and shall represent the interests of the Undergraduate Chapter.

Revised: 11/06/2004 | Adopted by Board: 11/07/2004

Anyone interested in serving on the TFI Board or being a TFI Committee member or Volunteer, such as an Area Coordinator, should contact the TFI President.