

## ***D9: Role of Officers***

Responsibilities of the individual officers, in addition to those delineated in the by-laws, are as follows. Other duties may be assigned by the President as needed.

D9.1 The Vice-President will perform the duties of the President in his or her absence. In addition, the Vice-President will:

D9.1.1 Coordinate the Annual Report with the GM presented to the investors at the Annual Investor Meeting.

D9.1.2 Oversee the orientation of new directors and ensure smooth transition between terms.

D9.1.2 Meet, greet and follow up with all visitors to the Board meetings.

D9.2 The Treasurer will digest and interpret the financial information that comes from management and clearly convey it to the board. In addition, the Treasurer will:

D9.2.1 Be in charge of receiving and issuing (once they are formally approved by the board) all request for investment refunds.

D9.2.2 Assist the Vice-President in the orientation of new board members.

D9.2.3 Attend quarterly meetings with the store's accountant alongside the GM.

D9.2.4 Oversee the board budget committee.

D9.3 The Secretary is responsible for the minutes of all meetings of the full board, and the integrity of the board's official records. In the absence of the Secretary, the President shall appoint a substitute to take the minutes at any meeting of the full board. The Secretary must also ensure that board members receive notification of upcoming board meetings and receive all necessary documents in advance of monthly board meetings.

D9.3.1 A written record of all meetings and decisions of the full board will be kept and preserved in a safe and permanent storage location as designated by the General Manager on the premises of the Whole Foods Cooperative.

D9.3.2 The Secretary will provide a copy of the minutes (once they are formally approved by the board) to the General Manager to be kept at the customer service desk where they may be made available to any interested investors.

*Was previously called: Secretary's Role*

Adopted: 1/22/2003