cabtrac CANCER BIOLOGY TRAINING CONSORTIUM

Officer and Director Roles and Responsibilities

President The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall supervise and control the management of the corporation in accordance with these bylaws. Acting as the Chair of the Board, the President shall preside at meetings of the Board of Directors and maintains one vote. The President shall sign, with any other proper officer, instruments which may be lawfully executed on behalf of the corporation, except where required or permitted by law to be otherwise signed and executed, and except where the signing and execution shall be delegated by the Board of Directors to some other officer or agent. In general, the President shall perform all duties incident to the office of President and such other duties as may be assigned by the Board of Directors from time to time. The term of office for the President shall be one year. After completion of the term, the role, to be known as Past President, remains a member of the board as an one-year advisory and non-voting role, albeit with the ability to break ties when such occurs.

President-Elect and Secretary The President-Elect and Secretary shall exercise the powers of the President during that officer's absence or inability to act. The President-Elect and Secretary shall keep or ensure the keeping of accurate records of the acts and proceedings of all meetings of the Board of Directors and of the Members and shall give all notices required by law and these bylaws. The President-Elect and Secretary shall have general charge of the corporate books and records and of the corporate seal and shall affix the corporate seal to any lawfully executed instrument requiring it. The President-Elect and Secretary shall sign such instruments as may require the signature of the Secretary and in general shall perform all the duties incident to the office of Secretary and such other duties as may be assigned from time to time by the President or by the Board of Directors. The President-Elect and Secretary shall have such other powers and perform such other duties as may be assigned by the Board of Directors. The term of office of President-Elect and Secretary shall be one year, after which the incumbent succeeds to the office of President.

Treasurer The Treasurer shall have custody of all funds and securities belonging to the corporation and shall receive, deposit or disburse the same under the direction of the Board of Directors; provided, that the Board may appoint a custodian or depository for any such funds or securities, and the Board may designate those persons upon whose signature or authority such funds may be disbursed or transferred. The Treasurer shall in general perform the duties incident to the office and such other duties as may be assigned from time to time by the President or the Board of Directors. The Treasurer shall exercise the powers of the President if the current President and President-Elect/Secretary are absent or unable to fulfill the responsibilities of President. The term of office of the Treasurer shall be five years.

Officer and Director Roles and Responsibilities

Assistant Treasurers Each Assistant Treasurer shall have such powers and perform such duties as may be assigned by the Board of Directors, and the Assistant Treasurers shall exercise the powers of the Treasurer during that officer's absence or inability to act. This role is appointed by the board of directors for one year.

Assistant Secretaries Each Assistant Secretary shall have such powers and perform such duties as may be assigned by the Board of Directors, and the Assistant Secretaries shall exercise the powers of the Secretary during that officer's absence or inability to act. This role is appointed by the board of directors for one year.

Director Board directors are tasked with governance of the organization. The following principles and responsibilities are expected of directors:

Duty of Care: Act with common sense and prudent judgment when managing the organization's assets and people.

Duty of Loyalty: Put the organization's interests above personal or professional gain and avoid conflicts of interest.

Duty of Obedience: Ensure all local, state, and federal laws are followed, as well as the organization's bylaws and mission.

Mission and Strategy: Help define the core purpose, approve long-term plans, and develop measurements of program success.

Executive Oversight: Hire, evaluate, and set wages for employees.

Financial Stewardship: Review and approve the annual budget, monitor financial health, and ensure proper audits.

Resource Development: Help raise funds and secure the money needed to support the mission.

Legal Compliance: Maintain ethical integrity and protect the organization from risk.

The term for Director shall be three years.