

Section 3.3 – Duties of the Officers

A. Chair

The Chair shall preside at meetings of the Monona Terrace Board, shall be a full voting member and shall have such duties, responsibilities and powers as may be necessary to carry out the directions and policies of the Monona Terrace Board or delegated by the Monona Terrace Board. The Chair may sign and execute, in the name of the Monona Terrace Community and Convention Center, any instrument or document consistent with the foregoing general delegation of authority or any other instrument or document specifically authorized by the Monona Terrace Board, except when the signing and execution thereof shall be expressly delegated by the Monona Terrace Board or these Bylaws to some other officer or agent of the Monona Terrace Board. The Chair may prescribe the duties of Committees of the Monona Terrace Board in a manner not inconsistent with the provisions of these Bylaws and the directions of the Monona Terrace Board.

The Chair will co-sign goods and services contracts with the Director. The Chair or designee will also be a full member of the Friends of Monona Terrace Board.

B. Vice-Chair

In the absence of the Chair or the inability of the Chair to perform his or her duties, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair.¹²

C. Secretary

The Secretary or designee shall perform the following functions: keep at the office of the Monona Terrace Community and Convention Center Director, the Bylaws and book of minutes of all meetings of the Monona Terrace Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; see that the books, reports, statements and all other documents and records required by law are properly kept and filed; and in general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned by the Monona Terrace Board.