

**Chair** (1 year as Chair, prior year as Chair Elect, subsequent year as Past Chair)

1. Responsibilities

- Be the chief officer of the Corporation; chair membership meetings and meetings of the Board.
- Appoint individuals to standing committees, subject to approval by the Board, in accordance with Article 7 of these Bylaws.
- Form such ad hoc committees as the Chair may find necessary, subject to the annual approval of the Board. Along with naming an ad hoc committee and its charge, appoint its members, subject to the approval of the Board.
- Perform such other duties which are necessarily incident to the office of Chair or as may be prescribed by the Board.
- Verify receipt of source code into escrow upon release of a new software version and report the results to the membership.
- Upon receipt of a request for access to source code material, shall verify that a member is in good standing and that the request is in compliance with the terms of the Escrow Agreement. Upon verification shall forward said request to the escrow agent specified by the Company.
- In consultation with the Chair-Elect and the Treasurer, shall prepare an operating budget by the end of the current fiscal year for adoption by the Board.
- Serve as the primary liaison between COSUGI and SirsiDynix on all matters and issues of importance to the entire membership.

2. Estimated Time Commitment

- Conduct Monthly Board Meetings (1 to 2 hours monthly).
- Preparation for Board meetings 1 to 2 hours monthly.
- Other duties estimate 3 to 4 hours monthly.

3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

**Chair Elect** (1 year Chair Elect, next year as Chair, and third as Past Chair)

1. Responsibilities

- Perform the duties of the Chair in her/his absence.
- Serve on the Conference Planning Committee.
- In consultation with the Chair and the Treasurer, shall prepare an operating budget by the end of the current fiscal year for adoption by the Board
- Present to the Board, for its approval, a budget for the annual conference by the date specified in the Board-adopted Operations Calendar.
- The Chair-Elect shall succeed the Chair.

2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- Conference Planning Committee (varies depending on month). Estimate 20 to 30 hours for the year.

- Other duties estimate 2 to 3 hours monthly.

### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

## **Past Chair** (1 year as Past Chair, prior year as Chair, and year before that as Chair Elect)

### 1. Responsibilities

- Serve as the chairperson of the Nominating Committee.
- Conduct elections in accordance with these Bylaws. Notify election candidates and Members of election results
- Provide notification of upcoming elections or ballots at least sixty (60) days in advance of such vote, including requirements that must be met in order for a Member to be able to vote.
- Act as an advisor to the current Chair and Board on past matters and procedures.
- Serve as the liaison between COSUGI, COSI and COSA.
- Report to the Board on the activities of the COSI and COSA.

### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- Other duties estimate 1 to 2 hours monthly.

### 3. Travel Commitment

- Encouraged to attend meeting of one of the international user groups.
- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.
- COSUGI will cover flight to international conference and one- or two-nights hotel stay plus per diem for meals.

## **Secretary** (2 year commitment)

### 1. Responsibilities

- Keep the official record of the Corporation and of all membership meetings.
- Keep the official record of Board meetings and actions and distribute the minutes to the board members for approval.
- Verify that a membership list is kept current and accessible to all Members.
- Ensure that archival documents pertaining to the Corporation are preserved and accessible.
- Act as Administrator of the approved communications and file-storage system

### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- Other duties estimate 2 to 3 hours monthly.

### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at

conference to attend pre-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

### **Treasurer (2 year commitment)**

#### 1. Responsibilities

- Arrange for the annual audit of all financial records by an independent auditor.
- Upon written request by a majority of the Board, the Treasurer shall timely provide the financial records of the Corporation for an audit at any time.
- Report payment of dues to the Secretary and others as needed for the maintenance of a membership list.
- Maintain an account of all funds received and expended. Make disbursements as authorized by the Board and approved by such officers as the Board may prescribe.
- Prepare monthly summary reports on the financial condition of the Corporation for the Board's review.
- Prepare and distribute an annual report of the financial transactions and fiscal condition of the Corporation to be presented at the annual membership meeting.
- File tax returns and/or tax statements by independent CPA..
- Responsible for maintaining passwords for access to all banking accounts.
- Make all funds, books, vouchers, and related material pertinent to the office available for inspection by the Board.
- In consultation with the Chair and Chair-Elect, shall prepare an operating budget by the end of the current fiscal year for adoption by the Board.
- Coordinate with the activities of any persons hired or contracted to assist the Corporation, such as the independent CPA.
- Process the monthly payroll for paid staff
- Be an active liaison between the office manager and the independent CPA.
- Update the mileage reimbursement amount annually each January to reflect the current IRS mileage rate.

#### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- Other duties estimate 5 to 6 hours monthly.

#### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

### **Enhancements Coordinator (2 year commitment)**

#### 1. Responsibilities

- Serve as chairperson of the Enhancement Forum Moderators Committee.
- Monitor performance of forum moderators. Replace moderators as needed.
- Develop and update documentation for forum moderators.

- Collect proposed enhancements from the forum moderators and submit them to the Company.
  - Serve as the liaison between the Corporation and the Company for all matters relating to enhancements.
2. Estimated Time Commitment
    - Monthly Board Meetings (1 to 2 hours monthly).
    - 2 to 3 hours per month. Busier when working on the enhancement deadlines.
  3. Travel Commitment
    - Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.
  4. Covered costs
    - Any annual conference costs occurred outside of normal conference costs.

**Member-at-Large** (1 year commitment)

1. Responsibilities
  - Serve on the Conference Committee.
  - Serve as Chair of the Scholarship Committee.
  - Monitor feedback from members.
  - Perform additional duties as assigned.
2. Estimated Time Commitment
  - Monthly Board Meetings (1 to 2 hours monthly).
  - 2 to 3 hours per month.
3. Travel Commitment
  - Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.
4. Covered costs
  - Any annual conference costs occurred outside of normal conference costs.

**Conference Chair** (1 year as Chair, prior year as Chair Elect, subsequent year as Past Chair)

1. Responsibilities
  - Serve as Chair of the Conference Committee.
  - Oversee all aspects of the Conference including, but not limited to, facilities, finances, programs, registration, and local arrangements.
  - Present to the Board, for its approval, a budget for the Annual Conference prepared with the Conference Planner
  - Maintain responsibility for the conference facilities and oversee finances with the Chair, Chair-Elect, Conference Planner and Conference Chair -Elect
2. Estimated Time Commitment
  - Monthly Board Meetings (1 to 2 hours monthly).
  - 5 and 10 hours per week starting about 9 months out from the conference.
3. Travel Commitment
  - Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

### **Conference Chair-Elect** (1 year Chair Elect, next year as Chair, and third as Past Chair)

#### 1. Responsibilities

- Perform duties as assigned by the Conference Chair.
- Succeed the Conference Chair.

#### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- 1 to 2 hours per week starting about 9 months out from the conference.

#### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

### **Conference Past Chair** (1 year as Past Chair, prior year as Chair, and year before that as Chair Elect)

#### 1. Responsibilities

- Advise the Conference Chair and Conference Chair-Elect on conference decisions
- Serve on the Conference Committee

#### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- 1 to 2 hours per week starting about 9 months out from the conference.

#### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

### **Membership and Communications Chair** (2 year commitment)

#### 1. Responsibilities

- Serve as Chair of the Membership and Communications Committee.
- Manage COSUGI web site.
- Represent and promote COSUGI on social media platforms.

#### 2. Estimated Time Commitment

- Monthly Board Meetings (1 to 2 hours monthly).
- 3 to 4 hours a month

#### 3. Travel Commitment

- Expected to attend annual user conference and may need to extend stay at conference to attend pre- or post-conference meetings.

#### 4. Covered costs

- Any annual conference costs occurred outside of normal conference costs.

*COSUGI Board descriptions as of 6-9-2022 ; Added Conference Past Chair 3-12-2026.*