

Proposed 2024 Changes to the By-Laws of Learning Forward Florida, Inc.

Key

- **Strikethrough for deleted**
- **Red for additions**

Section 1. Duties of Officers.

B. The President-Elect shall:

1. Attend all Board and Business meetings.
2. Chair the ~~Audit~~ **Finance** Committee.
3. Assume responsibilities of the President when appropriate and/or necessary.
4. Serve on the Nominations Committee.
5. Perform duties and responsibilities as assigned by the President, and as agreed upon by the Board and outlined in the Board of Directors' Handbook.
6. Automatically become President at the close of the term of office as President-Elect.

C. The Treasurer shall:

1. Attend all Board and Business meetings.
2. Assume responsibility for all financial transactions of the Corporation.
3. Prepare and distribute a Treasurer's report of receipts, expenditures, and balances at all Board and Business meetings.
4. Maintain detailed accounting records related to the expenses and income for general operating practices, conferences, and other events of the organization.
5. Provide all necessary documentation of the accounts and financial transactions of the Corporation to the ~~Audit~~ **Finance** Committee on request.
6. Be bonded during the term of office. Such bond shall be paid by the Corporation.
7. Other duties as outlined in the Board of Directors' Handbook.

Section 3. ~~Audit Finance~~ **Committee.** The ~~Audit Finance~~ Committee shall be chaired by the President-Elect. The Committee shall annually review the financial records of the Corporation and shall make a report to the membership during ~~the Spring~~ **a membership meeting at a** Conference for the preceding fiscal year. **The Committee shall also review the membership dues and organizational fees to ensure financial stability. As a result of the review, the Committee shall make recommendations for possible dues and fees adjustments.**