

## NLT RESPONSIBILITIES

1. In addition to authority that the Council may grant from time to time and subject to the Articles of Incorporation and these Bylaws, the NLT shall:

1. Sign and execute any instrument authorized by the Council except when the signing and execution thereof shall have been expressly delegated by the Council or by these Bylaws.
2. Have such other powers and duties as may be prescribed by these Bylaws and, whenever it may in their opinion be necessary, prescribe the duties of other Officers in a manner consistent with the provisions of these Bylaws and the directions of the Council.
3. Preside at all Council meetings and develop the agenda. Review and sign the minutes of all Council meetings.
4. Develop a process for an annual evaluation of the Council and its committees. Implement this plan and process in cooperation with the entire Council.
5. Provide and promote leadership for planning and policy development.
6. Develop and implement an annual review of the Executive Director, who reports directly to Council.
7. Have the responsibility to:
  - i. See that the minutes of all Council meetings are recorded accurately and distributed in a timely fashion
  - ii. Certify and keep at the principal office of the Grail the original or a copy of its Bylaws, as amended or otherwise altered to date.
  - iii. Keep at the principal office of the Grail or such other place as the Council may direct, a book of minutes of all meetings of the Council and committees thereof, with the time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given, and the names of those present at the meetings.
  - iv. Provide that all communications are duly given in accordance with the provisions of these Bylaws or as required by law.
  - v. The records of Council will be stored by the Executive Director.
  - vi. Ensure that the official minutes, books, reports, statements, and all other documents and records required by law are properly kept and filed.
  - vii. Ensure that the Bylaws and reports of proceedings of the Council and committees thereof shall be made available to members and Council members.

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viii. Ensure that there is an effective nominating process for Council members.

h. 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 Council.

The National Treasurer may be the Chair of the Finance Committee and shall:

1. Work with the Finance Committee to facilitate the development of the budget.
2. Furnish full statements of the financial condition of the Grail whenever the Council shall require, and perform such other duties as shall be required by the Council.
3. Oversee the financial viability of the Grail and communicate it to the Council.