



**Best Friends**  
ANIMAL SOCIETY

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5001 Angel Canyon Road • Kanab, Utah 84741-5000 • (435) 644-2001 • [www.bestfriends.org](http://www.bestfriends.org)

### **Duties of Elected Officers of the Best Friends Network Advisory Council**

**Chairperson** – The Chairperson shall be responsible for facilitating meetings and ensure the Council is working together toward its goals, mission, and vision. He/she is responsible for creating agendas based on current issues of the Council and topics from previous meetings.

**Vice Chairperson** – The Vice Chairperson shall assume the duties of the Chairperson, Secretary, and Treasurer in his/her absence. He/She is responsible for ensuring that Network Volunteer Advisory Council projects and programs are assigned to the appropriate committee.

**Secretary** – The Secretary's duty is to take notes of the meetings and assist the Chairperson in setting the agenda. He/she is also responsible for distributing meeting agendas to members. He/she must have good note-taking and organizational skills.

**Treasurer** – The Treasurer's duty is to keep track of the Council's monetary assets. He/she reports on the Council's finances at each meeting and is in charge of fundraising.