

President

1. The president serves as a representative of the Corporation to the public and in all functions where a President may be called for law or any other outside requirements.
2. The President shall organize, preside over, and set the agenda for all meetings of the membership and of the board of directors.
3. The president is responsible for enforcing the rules of meeting procedure as detailed in these documents.
4. The president shall facilitate communication between the membership at large, the officers, and the board of directors.

Secretary

1. The Secretary shall supervise the keeping of a full and complete record of the proceedings of the Board of Directors and its committees.
2. The Secretary shall supervise the giving of such notices as may be proper or necessary.
3. The Secretary shall supervise the keeping of the minute books of this Corporation.
4. The Secretary shall be responsible for recording all minutes of all official meetings of the membership and the Board of Directors in the Corporation's permanent records.

Treasurer

1. The treasurer is responsible for monitoring all financial assets of the Corporation. This includes, but is not limited to:
2. keeping record of the organization's budget,
3. the collection of membership dues from Members
4. the payment of rent and utilities from any space leased by the Corporation
5. the disbursement and reimbursement of funds authorized to be spend under the procedures detailed in these bylaws,
6. and preparing financial reports to the board.
7. The Treasurer is responsible for making sure that the Corporation files its annual reporting and any other papers required to maintain legal nonprofit status by the law of Ohio or Federal Law

Chief Technical Officer

1. The Chief Technical Office is responsible for ensuring the maintenance and consistency of the technological infrastructure as needed by the organization. This includes, but is not limited to: the website and the internal network of the physical space, and expanding it as necessary to adjust to the needs of the organization.

Chief Operations Officer

1. The Chief Operations Officer is responsible for managing the safety, security, and tidiness of the physical space.
2. The Chief Operations Officer is responsible for providing logistical support to events such as meetings, classes, workshops, and parties.
3. The Chief Operations Officer is responsible for managing the area warden program as detailed in the area warden addendum which is subject to approval of the membership by quorum vote.

Officer Duties

1. In their areas of responsibility, Officers are expected to build consensus and work toward the goals of the Corporation and its Members.
2. Officers may enlist the help of other members and non-members in meeting their responsibilities.
3. At the end of their term, Officers are expected to facilitate with the transition process by training the newly elected Officers and helping them become familiar with any day-to-day duties that are not explicitly described in the bylaws or otherwise.

Board Member Duties

1. upholding and advancing the purposes of the corporation,
2. being responsible for the legal, contractual, and financial affairs of the corporation,
3. fulfilling all roles as required by Ohio law.
4. Any policy affecting the organization at-large will, unless stated otherwise, be decided upon by the voting membership.