**President –** The President shall preside at all meetings of HRYF and of the Board. The President shall appoint all committees committee chairs and shall be ex-officio a member thereof. The President shall have the ordinary duties of the chief executive officer of any corporation and shall, in effect, run the affairs of HRYF, in accordance with the By-Laws and Policies and Procedures Manual of HRYF. The President shall seek the council, advice and assistance of the Trustees in any and all matters deemed necessary and appropriate. The President shall ensure all necessary registrations or reports (such as the annual filing with the State DCCA Department) shall be sent to the proper agency in a timely manner.

**Vice President** – In absence of the President, his or her, duties shall be performed by the Vice President; and in the absence of the President and Vice-President, the Board may elect a temporary President.

**Assistant VP for Scholarships** – Responsible to the President for the HRYF Scholarship program, which includes training and guidance in the processing of applications, interviewing guidelines and other program related issues.

**Assistant VP for Fundraising** – Responsible to the President for all fundraising activities that are geared to raise funds for the HRYF Scholarship program. These activities include, but are not limited to, soliciting donations and holding annual fundraising events.

**Treasurer –** The Treasurer shall maintain all records, books, ledgers and receipts in accordance with generally accepted accounting practices and applicable Federal and State laws. Overseeing all disbursements, keep accounts of receipts and make sure that all bills that are the obligations of HRYF are paid in a timely manner.
Complete an audit or financial review and a Federal Tax returns and monitor tax return submissions each fiscal year.

**At Large Trustees** – Responsible to the President for managing and monitoring all HRYF Scholarships in their islands. This includes assisting clubs in training, fundraising, and application processing. They will keep their clubs informed of upcoming and ongoing activities.