

### **1.3.3 DUTIES OF OFFICERS**

The Chair shall preside at all meetings held by the Board, and shall perform such other duties as may be imposed by action of the Board or by its Bylaws. The Vice Chair shall serve in the absence of the Chair and shall perform such other duties as may be imposed by action of the Board or by its Bylaws. On an annual basis, the Chair and Vice Chair are responsible for successfully completing the Open Meetings Act training provided by the Illinois Office of the Attorney General, and filing a certificate of completion with the Board. No member of the Board shall at any time act or purport to act on behalf of or in the name of the Internal Audit Advisory Board without prior authority from the Board.