










BOARD OFFICER JOB DESCRIPTIONS

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BOARD PRESIDENT

The Board President provides leadership to the board team, represents the organization legally and publicly, and supervises and communicates with the executive director on behalf of the board.

-  Guides the board and executive director to focus on the mission and organizational priorities; provides leadership in fundraising, setting policy, and planning for the future
-  Presides over board and executive committee meetings; develops board meeting agenda with the executive director
-  Appoints, motivates, and oversees committee chairs in consultation with other board directors; attends committee meetings when appropriate; ensures that committees operate within board-established guidelines of commissions and goals
-  Represents the organization in the community
-  Signs corporate or legal documents, along with other board officers
-  Motivates the board of directors; facilitates team-building and camaraderie; communicates regularly with the executive director
-  Oversees board and executive director evaluation process
-  Ensures that bylaws, policy, and staff compensation are periodically reviewed
-  Takes time to celebrate








VICE PRESIDENT

The single essential duty of the Vice President is to be prepared to step into the presidency without advance notice, on a temporary or long-term basis.

-  Maintains knowledge of the organization and commitment to its goals and objectives
-  Performs special assignments as requested by the Board President and board
-  Understands the duties of the Board President; assumes presidential responsibilities when necessary
-  Serves on the Executive Committee if one exists





TREASURER

The Treasurer leads the board's financial oversight. Responsibilities include reviewing financial policies, overseeing the annual review or audit, and ensuring that the board receives adequate financial information on a timely basis.

-  Maintains knowledge of the organization and commitment to its goals and objectives.
-  Oversees financial policies; ensures that adequate financial controls are in place; arranges for annual review or audit
-  Reviews the annual audit, follows up on any issues or concerns, and answers board members' questions about the audit.
-  Manages actions related to the board's financial responsibilities; ensures that all legally required financial documents are filed in a timely manner; signs financial documents on behalf of the board
-  Works with staff and/or committees to ensure that appropriately detailed and accurate financial reports are presented to the board on a timely basis.
-  Assists the Board President and Executive Director in preparing the annual budget and presenting it to the board for approval.
-  Serves on the Executive Committee if one exists; serves on and/or chairs the Finance Committee if one exists

SECRETARY

The Secretary records and safeguards the organization's history, ensuring that all board actions are accurately documented and accessible. The Secretary also provides oversight of policies and procedures to provide adequate notice of meetings to the Board of Directors and membership.

-  Maintains knowledge of the organization and commitment to its goals and objectives.
-  Produces and distributes minutes of board meetings in a timely manner; documents board resolutions, manages or provides oversight to ensure adequate filing systems for all corporate documents
-  Provides notice of meeting of board, annual, and/or committee meetings
-  Serves on the Executive Committee if one exists

COMMITTEE CHAIR

Although not technically a board officer, each Committee Chair plays an important leadership role in accomplishing the work of the board. They oversee the work of the committee; serve as liaison between the members of the committee, the assigned staff and the board; and ensure that each committee fulfills its commission as defined by the board of directors. In addition, the committee chairs help generate projections and goals that inform the budget and strategic plan. The expectations of committee chair should be in writing and discussed with chairs.

