

Board of Directors and Officers Duties

President

1. Is a member of the Board of Directors
- 2 Serves as the Chief Volunteer of the organization
- 3 Provides leadership to the Board of Directors.
4. Chairs meetings of the Board
5. Encourages Board's role in strategic planning
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Serves *ex officio* as a member of committees and attends their meetings when invited.
8. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
9. Monitors financial planning and financial reports.
10. Plays a leading role in fundraising activities (*nonprofit only*)
11. Evaluates annually the performance of the organization in achieving its mission.
12. Performs other responsibilities assigned by the Board

Vice president

1. Is a member of the Board of Directors.
2. Performs Chair responsibilities when President is not available.
3. Reports to the Board's President
4. Works closely with the President and other Board members
- 5.** Performs other responsibilities as assigned by the Board.

Treasurer

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial policies and procedures

Secretary.

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members before each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
6. Assumes the responsibilities of the Treasurer when necessary

Board of Directors.

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (*nonprofit only*)..