INTO YOUR HANDS AFRICA

BOARD DUTIES AND RESPONSIBILITIES

The Into Your Hands Africa Board manages the business of the organization. It shall have up to thirteen and not fewer than three members, with a goal of five elected members, including four officers: President, Vice President, Secretary, Human Resource and Treasurer.

President

• Presides at all meetings.
• Serves as a contact in emergencies
• Stays current with IYHA operations, policies, financial status, etc.
• Collects applications for vacancies on the Board positions and oversees the selection process to fill such vacancies.
• Co-Leads the renewing process of IYHA bi-laws
• Appoints all committees.
• Estimated 10-15 hours per month.

Vice President

• Performs duties of the President when President is unable to fulfill responsibilities.
• Co-chair of annual board retreat
• Leads and Delegates Colorado Nonprofit Association: Principles and Practices
• Serves a contact in emergencies
• Estimated 5-10 hours per month.

Secretary

• Records actions taken by the Board of Directors.
• Maintains the minutes and records of the organization.
• Co-Leads the renewing process of IYHA bi-laws
• Estimated 5-10 hours per month.

Treasurer

• Oversees all revenues and expenses and financial statements (balance sheet, income statement, and cash flow statement) and communicates this information to the Board on a quarterly basis or more frequently if requested by the Board.
• Works with the staff and board to create the organization’s budget and seeks approval from the board on annual budget.
• Participates in fundraising activities and on the Development and Strategic Planning Committee
• Ensures development and Board review of sound fiscal policies and procedures.
• Acts an official signer on IYHA bank accounts and works with the Executive Director on large monetary transactions.
• In cooperation with the Executive Committee, be responsible for filing annual tax forms as required by the state of Colorado or the IRS. Provides a full financial report to the Board of Directors annually.
• Estimated 5-10 hours per month.

Human Resources

• Works with Executive Director and Executive Committee to define the short-term and long-term human resources needs.
• Ensure that all state and federal laws and regulations that affect employment are followed.
• Reviews and supports the Executive Director in updating the employee handbook and other personnel policies.
• Establish a salary structure, review the benefits package and participate in benefits selection, and ensure that employee compensation is comparable other similar organizations.
• Estimated 5-10 hours per month.

ALL Board Members

• Expected to actively support and be familiar with IYHA’s mission, programs, policies and activities.
• Participate in all Board meetings, having reviewed materials beforehand.
• Shall not disclose any information or materials that are deemed by the Board to be confidential.
• May receive questions, concerns, suggestions or complaints that fall under the Whistleblower Policy. All complaints must be submitted in writing by the Board member to the President.
• Expected to attend as many IYHA events as possible.
• Expected to serve on at least one committee, assist with one special project or serve as liaison to one of the coordinators.
• Involved with fundraising and strategic planning.
  • Showing up and being engaged at said meeting, events, and committees.
  • Procure and receive resources
• Estimated 5-8 hours per month.