



Officer Job Descriptions

The Board will have officers who have specific job responsibilities on the Board. Officers are chosen and elected from among the Board members, and will usually serve terms as determined in the Bylaws. Board Officers should have job descriptions so they are aware of their responsibilities. The only required Board officers are: Chairman/President, Secretary and Treasurer. One person can hold two offices with the exception of the Chairman and the Secretary.

CHAIRMAN/PRESIDENT OF THE BOARD

General: Ensures the effective action of the Board in governing and supporting the organization and oversees Board affairs. Interacts very closely with the President/Executive Director of the organization and may act as the representative of the Board to the staff.

- **Community:** Speaks to the media and the community on behalf of the organization; represents the agency in the community.
- **Meetings:** Develops agendas for meetings with the Secretary with input from the President/Executive Director. Presides at Board meetings.
- **Committees:** Seeks volunteers for committees and coordinates individual Board member assignments. Makes sure each committee has a Chairperson and stays in touch with Chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full Board. Determines whether executive committee meetings are necessary and convenes the committee accordingly.
- **President/Executive Director Oversight:** Acts as manager/overseer for the work of the President/Executive Director. Oversees the evaluation of the President/Executive Director and negotiation of the compensation and benefits package. Oversees the search and selection committee for hiring a President/Executive Director (usually acts as Chair).
- **Board Affairs:** Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

VICE CHAIRMAN/VICE PRESIDENT

General: Acts as the Chair in their absence; assists the Chair in fulfilling their duties as needed, or is given other specific duties. This is not a legally required position.

- **Special Responsibilities:** Frequently assigned to a special area of responsibility, such as membership, media, annual dinner, facility, or personnel.
- Some organizations choose to make the Vice Chairman the Chair-elect so there is a smooth transition of leadership when the Chair terms out or steps down.



TREASURER

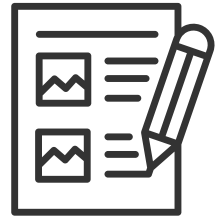
General: Manages the Board's financial responsibilities.

May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.

- **Reports:** Ensures that appropriate financial reports are made available to the Board. Regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health.
- **Finance Committee:** Chairs the Finance Committee and prepares agendas for meetings, including a year-long calendar of issues. Works with the President/Executive Director and the finance staff in developing the annual budget. In larger organizations, a separate Audit Committee may be chaired by a different person.
- **Auditor:** Recommends to the Board whether the organization should have a financial audit or review. If so, selects and meets annually with the CPA/auditor in conjunction with the Finance and/or Audit Committees.
- **Cash Management and Investments:** Ensures, through the Finance Committee, sound management and maximization of cash and investments.

SECRETARY

General: Operates as the custodian of the corporation's records. Produces meeting Agendas and meeting minutes. Ensures that the Board's agenda is moving forward.



- Ensures the organizational records are maintained according to law and are available upon request by authorized Board members or executive management.
- Pays attention to sensitive deadlines and other dates important to the Board.
- Is familiar with legal documents (articles, Bylaws, IRS letters, etc.) to note applicability during meetings. Knows the Bylaws well and can answer questions about Board process and procedure.