

Board of Directors Officers – Job Descriptions

Board Chair

1. Conduct board and executive committee meetings
2. Maintain knowledge of the organization and personal commitment to its goals and objectives
3. Serve as ex-officio member of all committees
4. Work in partnership with the chief executive to implement board resolutions
5. Call special meetings if necessary
6. Appoint all committee chairs and with the chief executive, determine who will serve on committees
7. Provide direction to the chief executive in preparing the agenda for board meetings
8. Assist chief executive in conducting new board member orientation
9. Oversee searches for a new chief executive
10. Conduct the chief executive's annual performance evaluation
11. Work with the nominating committee to recruit new board members
12. Serve as spokesperson for the organization
13. Periodically consult with board members on their roles and help them assess their performance.

Board Vice Chair

1. Participate as member of the executive committee
2. Maintain knowledge of the organization and personal commitment to its goals and objectives
3. Carry out special assignments as requested by the board chair
4. Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
5. Participate as a vital part of the board leadership.

Board Secretary

1. Participate as member of the executive committee
2. Maintain knowledge of the organization and personal commitment to its goals and objectives
3. Maintain all board records and ensure their accuracy and safety
4. Review board minutes
5. Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
6. Provide notice of meetings of the board and/or of a committee when such notice is required.

Board Treasurer

1. Participate as member of the executive committee
2. Maintain knowledge of the organization and personal commitment to its goals and objectives
3. Understand financial accounting for nonprofit organizations
4. Serve as financial officer of the organization and as chairperson of the finance committee
5. Direct the board's review of and action related to the board's financial responsibilities
6. Provide direction to the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
7. Provide direction to the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval
8. Review the annual audit and direct the board's review of the audit.