



Board Officer Job Descriptions

These descriptions are in addition to the responsibilities outlined in the Board of Directors job description.

Board Chair

1. Conduct board and executive committee meetings.
2. Maintain knowledge of the CFMC and demonstrate a personal commitment to its goals and objectives.
3. Serve as ex-officio member of all committees.
4. Work in partnership with the President/CEO to implement the CFMC's strategic plan, and provide counsel, when appropriate, for the smooth running of the organization.
5. Work with the President/CEO to develop and approve board resolutions.
6. Call special meetings if necessary.
7. Appoint all committee chairs, and with the President/CEO, determine committee composition.
8. Work with the President/CEO to develop the agenda for board and executive committee meetings.
9. Assist President/CEO in conducting new board member orientation.
10. Oversee searches for new President/CEO.
11. Conduct the President/CEO's annual performance evaluation.
12. Lead the CEO compensation committee.
13. Work with the governance committee in the annual nominating process for new board members.
14. Serve as emcee for major CFMC events, such as the Celebration of Philanthropy and Legacy Society Luncheon.
15. Be prepared to speak with the media should circumstances warrant.

Board Vice Chair

1. Be an active member of the board and executive committee.
2. Understand that the Vice Chair position is not ceremonial, and be prepared to assume the responsibilities of the chair should circumstances warrant.
3. Conduct Board and executive committee meetings in the chair's absence.
4. Maintain knowledge of the CFMC and demonstrate a personal commitment to its goals and objectives.
5. Carry out special assignments as requested by the board chair.
6. Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
7. Participate as a vital part of the board leadership.

Board Secretary

1. Be an active member of the board and executive committee.
2. Maintain knowledge of the CFMC and demonstrate personal commitment to its goals and objectives.

3. Review and sign corporate documents as they renew with the California Secretary of State and other regulatory agencies.
4. Work with appropriate staff to ensure accurate minutes of board and executive committee meetings.
5. Maintain minutes and appropriate documents from closed sessions of the board and keep a file that can be passed to successors.
6. Assume responsibilities of the chair in the absence of the board chair and vice chair.
7. Ensure notice of special meetings of the board and/or executive committee when such notice is required.

Board Treasurer

1. Be an active member of the board and executive committee.
2. Maintain knowledge of the CFMC and demonstrate personal commitment to its goals and objectives.
3. Serve as chair of the Finance Committee.
4. Work with the President/CEO and VP of Finance and Human Resources in preparing the annual budget and presenting the budget to the board for approval.
5. Work with the VP of Finance and Human Resources to ensure monthly financial statements are timely and accurate in their presentation to the finance committee.
6. Assist in the board's understanding of the CFMC's financial position, especially as it pertains to monthly financial statements and the annual operating budget.
7. Participate on the audit committee, understanding that California law bars the treasurer from being the chair. Work with the VP of Finance and Human resources in the review of the annual Form 990 and present the 990 to the board for approval.