



President Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The President

- Ensure that the Board fulfills its responsibilities to the organization
- Collaborating with the Executive Director, set board meeting agendas
- Chair board and executive committee meetings
- Work in partnership with the Executive Director to ensure Board decisions and priorities are carried out
- Appoint the chairs, along with members, of all committees
- Assist in conducting new board member orientation
- Oversee the day to day relationship with the management company
- Facilitate an annual quality improvement process with regard to the organization's operations
- Acts as spokesperson for the organization
- Supports the development of the Board as a whole and individual board members
- Receive and communicate concerns with regard to the Board or individual Board members
- Communicate viewpoints and concerns of the Board or other key constituencies
- Serve as ex-officio member of all committees
- Serve as key liaison to external constituencies



Vice President Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The Vice President

- Attend all Board Meeting
- Serve on the Executive Committee
- Understand the President's role and be prepared to assume responsibilities in their absence
- Carry out special assignments as requested by the president
- Chair an annual planning exercise prior to assuming the presidency



Secretary Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The Secretary

- Attend all Board Meeting
- Serve on the Executive Committee
- Review Board Minutes (prepared by staff) prior to distribution



Treasurer Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The Treasurer

- Attend all board meetings
- Serve on the executive committee
- Chair the finance committee (if applicable)
- Generally understand financial accounting for nonprofit organizations
- Review monthly financial reports prepared by staff
- Approve payments in line with organizational policies and procedures
- Collaborate with Executive Director in preparation of annual budget
- Provide oversight in the preparation of year end (including audit) reporting and governmental filings
- Make regular reports to the Board on the organizations financial status, answering questions as well



Secretary/Treasurer Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The Secretary/Treasurer

- Attend all Board Meeting
- Serve on the Executive Committee
- Review Board Minutes (prepared by staff) prior to distribution
- Chair the finance committee (if applicable)
- Generally understand financial accounting for nonprofit organizations
- Review monthly financial reports prepared by staff
- Approve payments in line with organizational policies and procedures
- Collaborate with Executive Director in preparation of annual budget
- Provide oversight in the preparation of year end (including audit) reporting and governmental filings
- Make regular reports to the Board on the organizations financial status, answering questions as well



Immediate Past President Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of The Immediate Past President

- Attend all Board Meeting
- Serve on the Executive Committee
- Provide counsel to the President, Executive Committee and Board, as needed