

Board Chair Job Description

1. Is a member of the Board
2. Is a partner with the Chief Executive in achieving the organization's mission
3. Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.
4. Chairs meetings of the Board after developing the agenda with the Chief Executive.
5. Encourages Board's role in strategic planning
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Serves *ex officio* as a member of committees and attends their meetings when invited.
8. Discusses issues confronting the organization with the Chief Executive.
9. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
10. Reviews with the Chief Executive any issues of concern to the Board.
11. Performs other responsibilities assigned by the Board.

Vice Chair Job Description

1. Is a member of the Board
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Reports to the Board's Chair
4. Works closely with the Chair and other staff
5. Performs other responsibilities as assigned by the Board.

Board Member Job Description

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.

5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (*nonprofit only*).
8. Participates closely with the Chair to develop and implement officer transition plans.
9. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Board Secretary Job Description

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting

Board Treasurer Job Description

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization

Finance Committee Job Description

1. Review Taxes.
2. Review Budget.
3. Investigate, discuss and review any major financial activity prior to presenting to BOD.

Board Responsibilities

1. Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
2. Evaluates annually the performance of the organization in achieving its mission.