

HOPE'S VILLAGE PRESIDENT

TITLE: President of the Board of Directors

PURPOSE: To serve as principal leader and spokesperson of the organization, and to ensure that appropriate administrative systems are established and maintained

RESPONSIBILITIES:

Be directly responsible to the board of directors for the administration of the nonprofit.

Serve as the official representative and spokesperson of Hope's Village.

Work with board secretary to develop agenda for board and community meetings.

Preside at board meetings; or if unable to attend, appoint another board member to preside.

Set an example of professional conduct and engaged participation, for other board members.

Appoint committee chairs and members as necessary, and delegate committee activities with approval from the board of directors.

Appoint members to fill other positions (such as liaisons, editorial positions, section chairs and focus group leaders) as necessary, with approval from the board of directors.

Approve all contracts into which Hope's Village enters (may also be delegated to the chief executive officer).

Serve on the executive, budget and finance, and other committees as appropriate.

Provide a report at each board meeting of his/her activities since the previous board meeting.

With the board of directors and in accordance with the bylaws, establish and maintain systems for:

- 1) planning the organization's human and financial resources, and setting priorities for future development;
- 2) reviewing operational and service effectiveness, and setting priorities for future development;
- 3) controlling fiscal affairs;
- 4) acquiring, maintaining, and disposing of property;
- 5) maintaining a public relations program to ensure community involvement;
- 6) annually evaluating the performance of the organization in achieving its mission.

Perform any other duties necessary for the successful execution of Hope's Village's mission.

ELECTED BY: board of directors

LENGTH OF TERM: One year, to be extended indefinitely

REPORTS TO: board of directors

SUPPORTED BY: board secretary

TIME COMMITMENT: Negotiable to meet the requirements of the organization

HOPE'S VILLAGE SECRETARY

TITLE: Secretary of the board of directors

PURPOSE: To maintain records and ensure that actions of the board of directors are documented

RESPONSIBILITIES:

Assist the board president (as needed) to prepare an agenda in advance of board and community meetings, and distribute agenda to board members with appropriate background information on subjects to be discussed.

Ensure that all notices are given in accordance with the organization's bylaws.

Take minutes during meetings, and distribute to board members in the specified time. Minutes shall record the time and place of meeting, names of those present, and proceedings.

Maintain a book of approved minutes from all past board and committee meetings.

Maintain the official list of current board members.

Maintain a database of all current volunteers, donors, and partners of the organization.

Certify and keep (at the principal office of the organization, or at such a place as the Board may determine) a copy of the organization's bylaws, as amended or otherwise altered to date.

Work with the board president to to draft, revise, and update (with approval from the board of directors) all documents related to the operation of the nonprofit, e.g. the Hope's Village Business Plan.

Assist the president with correspondence and mailings.

Be custodian of the seal of the corporation and affix the seal, as authorized by the bylaws, to documents of the corporation.

Perform all duties incident to the office of the secretary and such other duties as may be required by law and the organization's bylaws, or which may assigned by the board of directors.

ELECTED BY: board of directors

LENGTH OF TERM: One year, to be extended indefinitely

REPORTS TO: board president and board of directors

SUPPORTED BY: board president

TIME COMMITMENT: Negotiable to meet the requirements of the organization

HOPE'S VILLAGE TREASURER

TITLE: Treasurer of the Board of Directors

PURPOSE: To manage the finances of Hope's Village

RESPONSIBILITIES:

Administrate fiscal matters of the organization.

Maintain a record of all money received and paid out by the organization.

Provide receipts for money received by the organization, and deposit said funds in the corporation's name into such banks or other financial institutions as selected by the board of directors, in accordance with the bylaws.

Give a report at board meetings, with current balance and a brief summary of recent collections and expenditures.

Work with the board president to prepare an annual budget for the organization, to be reviewed and adopted by the board of directors.

Oversee the development and observation of the organization's financial policies.

Perform all duties incident to the office of treasurer and such other duties as may be assigned from time to time by the board president or board of directors.

ELECTED BY: board of directors

LENGTH OF TERM: One year, to be extended indefinitely

REPORTS TO: board president and board of directors

SUPPORTED BY: board president

TIME COMMITMENT: Negotiable to meet the requirements of the organization

HOPE'S VILLAGE BOARD MEMBER

TITLE: Member of the Board of Directors

PURPOSE: To participate actively in board meetings and committee work

RESPONSIBILITIES:

Regularly attend board meetings, public/community meetings, and committee meetings (when applicable).

If unable to attend a board meeting, notify the board president in advance and offer comments on agenda items (e.g. by phone or email)

Participate actively in the board of directors' annual evaluation and planning efforts

Participate in fundraising for the organization

Stay updated about the progress of Hope's Village, by reading emails sent out by other board members and replying when applicable

Volunteer time and energy outside of meetings to help the organization fulfill its mission

Partner with the board president and other board members to ensure that board resolutions are carried out

Represent Hope's Village to stakeholders, acting as an ambassador for the organization

Ensure Hope's Village's commitment to electing a diverse board of directors that reflects the communities Hope's Village serves

ELECTED BY: board of directors

LENGTH OF TERM: One year, to be extended indefinitely

REPORTS TO: board president and board of directors

TIME COMMITMENT: Negotiable to meet the requirements of the organization