



BOARD MEMBER ROLES AND RESPONSIBILITIES

PRESIDENT

- Serves as a member of the Board.
- Provides leadership to the Board of Directors, who sets policy and to whom the President is accountable.
- Chairs meetings of the Board after developing the agenda with the Executive Board (President, Treasurer, Secretary, Past President).
- Encourages the Board's role in strategic planning.
- Appoints the chairpersons of committees, in consultation with other Board members.
- Discusses issues confronting the organization with the Executive Board.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Executive Board any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising and organizational activities.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

SECRETARY

- Serves as a member of the Board.
- Maintains records of the board and ensures effective management of the organization's records.
- Compiles and manages minutes of board meetings.
- Ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
- Sends notes, cards, or other correspondence on behalf of the Board.
- Serves on the Executive Committee.

TREASURER

- Serves as a member of the Board.
- Oversees and manages the finances and financial records of the organization.
- Administers fiscal matters of the organization.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures.
- Reviews monthly financial reports and makes inquiries regarding plans, decisions, and activities.
- Signs checks and approves payments by established procedures.
- Serves on the Executive Committee.

PAST PRESIDENT

- Serves as a member of the Board.
- Advises and mentors the President.
- Facilitates committees.
- Serves on the Executive Committee.

BOARD MEMBER

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's planning efforts.
- Participates in fund raising for the organization.

Note: Any officer or member may head up functions of the organization (website maintenance, fundraising communications, public relations, etc.)