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# Roles of Board Officers and Committee Chairs

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| All officers and committee chairs* Commit to organization’s mission and goals
* Develop strong knowledge of organization
* Commit to time involved in leadership position
* Work in collaboration with other officers and committee chairs and chief executive
* Set leadership example for board of directors
* Understand critical issues of organization including opportunities and challenges
* Attend board meetings
* Serve on executive committee and attend meetings
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**Chair (or President)**

* Serves as chief volunteer officer, leading and guiding the board in governing the organization
* Works in partnership with chief executive to identify key institutional opportunities and challenges, and focuses the board’s work in addressing these issues
* Presides at board and executive committee meetings
* Serves as ex-officio member of all committees
* Oversees search for chief executive; conducts annual performance evaluation of chief executive
* Works with Governance Committee (Nominating) to identify and cultivate new trustees
* Ensures ongoing or periodic board self-assessment process through Governance Committee
* Consults with chief executive to appoint committee chairs and determine who will serve on committees
* Ensures effective financial planning and reporting
* Plays leading role in fund raising and board’s involvement in fund raising

# Vice Chair

* Understands responsibilities of board chair and is able to perform these duties in chair’s absence
* Carries out special assignments as requested by board chair
* Sometimes vice chairs are also committee chairs
* Sometimes vice chairs are potentially “in-line” for chair position

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# Secretary

* Prepares minutes for official meetings and maintains official corporate records (minutes can be drafted by staff and reviewed by Secretary)
* Ensures that essential records and archives are preserve and accessible
* Ensures proper conduct of official meetings, consistent with by-laws
* Signs certain documents
* Affirms compliance with laws of the state, the charter and by-laws and standing resolutions
* Ensures periodic review of the by-laws by the board, and makes revisions to take account of changing conditions
* Ensures ethical and legal integrity and accountability of organization

# Treasurer

* Ensures sound financial planning and reporting
* Presents budgets and financial reports to board for review
* Meets with auditor on annual basis, and ensures proper audit is conducted and presented to board

# Committee Chairs

* Lead and guide work of committees
* Report directly to board chair and relate directly to chief executive
* Collaborate with chief executive and chair to identify key issues for committee study and deliberation and to set committee agendas
* Ensure that committee members are properly and well informed, that meetings are productive and records maintained
* Assign tasks to committee members as appropriate
* Report to board regarding committees’ deliberations and recommendations