



Roles of the Board of Directors

President:

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Treasurer, Secretary and other Board Members.

- Oversee board meetings
- Call special meetings if necessary
- Prepare agenda for board meetings
- Conduct new board member orientation
- Coordinate annual performance evaluation
- Work with the nominating committee to recruit new board members
- Act as a spokesperson for the organization
- Periodically consult with board members on their roles and help them assess their performance
- Perform general management duties ensuring the successful operations of the organization
- Organize, motivate, and mentor board members to strategically grow the organization's impact, programs, and fundraising, and to effectively fulfill its important mission

Treasurer:

The *Treasurer* shall make a report at each Board meeting. Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee.
- Manage the board's review of and action related to the board's financial responsibilities.

Secretary:

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that records are maintained.

- Attend all board meetings
- Maintain all board records and ensure their accuracy and safety
- Review board minutes
- Provide notice of meetings of the board and/or of a committee when such notice is required

Individual Board Member:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.