

Board Member Job Descriptions

The board of directors of a nonprofit organization are individuals who act on behalf of the organization's constituents, including services recipients, funders, members, and the government. The board of directors has principal responsibility for fulfillment of the organization's mission and the legal accountability of its operations.

This means that as a group, the board is in charge of:

- ⇒ Establishing a clear organization mission,
- ⇒ Overseeing and evaluating the organization's success,
- ⇒ Hiring a competent executive director and providing adequate supervision and support for that individual,
- ⇒ Ensuring financial solvency of the organization,
- ⇒ Interpreting and representing the community to the organization, and
- ⇒ Instituting a fair system of policies and procedures for managing the organization's assets and resources.

Board Chair

The Board Chair assures that the Board of Directors fulfills its responsibilities for the governance of the organization. In addition,

- Working with the Executive Director, the Board Chair plans and designs agendas for the board meetings.
- Facilitates Board meetings so that all board members freely contribute their ideas and participatory decision-making is encouraged.
- Assures that the board follows its governance structure, role, and responsibilities.

Vice-Chair

The Vice-Chair of the board assists the Chair in fulfilling the board's responsibility for the governance for the organization. In addition, the Vice-Chair also has the responsibility to:

- Assure that there is adequate time and resources provided for the recruitment and training of new board members.
- Focus on reviewing any policy and procedure documents which require full board discussion and decisions.

Treasurer

The Treasurer assures the financial records of the corporation are being adequately kept. They work with staff to review and monitor the financial record keeping of the organization. In addition, the Treasurer identifies and brings to the full Board any financial issues or questions that need attention.

Secretary

The Secretary assures the business of the board is adequately documented and maintained. The Secretary reviews the board meeting summaries and vouches for their accuracy and thoroughness. In addition, the Secretary assures that the organization's official documents (Articles of Incorporation, By-Laws, Meeting Minutes) are well kept and available for review when requested.