

# **SAMPLE RESPONSIBILITIES FOR MEMBERS OF BOARDS OF DIRECTORS AND THE EXECUTIVE COMMITTEE**

## **Board Member**

1. Regularly attends board meetings and important related meetings.
2. Makes significant commitment to actively participate in board activities.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about board matters, prepares himself/herself well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other board members and builds a collegial working relationship that contributes to consensus.

## **Board Chair**

1. Is a member of the board.
2. Provides leadership to the board of directors.
3. Chairs meetings of the board and general assembly after developing the agenda with the executive director.
4. Leads board's role in strategic planning.
5. Appoints the chairpersons of board committees, in consultation with other board members and oversees work of board subcommittees (committee chairs report to the chair).
6. Discusses issues confronting the organization with the executive director.
7. Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
8. Plays a leading role in fundraising activities (*along with the rest of the board*)
9. Formally evaluates the performance of the executive director and informally evaluates the effectiveness of the board members.
10. Evaluates annually the performance of the organization in achieving its mission.
11. Performs other responsibilities assigned by the board.

## **Vice Chair**

This position is typically successor to the chair position.

1. Is a member of the board.
2. Performs chair responsibilities when the chair cannot be available.
3. Reports to the board's chair.
4. Works closely with the chair.
5. Participates closely with the chair to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the board.

## **Board Treasurer**

1. Is a member of the board.
2. Oversees management of fiscal matters of the association.
3. Presents annual budget to the board for members' approval.
4. Ensures development and board review of financial policies and procedures.
5. Chairs the board Finance Committee.

## **Board Secretary**

1. Is a member of the Board.
2. Maintains records of the board and ensures effective management of organization's records.
3. Manages minutes of board meetings.
4. Ensures minutes are distributed to members shortly after each meeting.
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.