

(NAME OF PROGRAM)
RESPONSIBILITIES OF BOARD OFFICERS

President/Chairperson:

- Serves as the Chief Volunteer Officer of *(name of program)*;
- Is a partner with the Executive Director in achieving *(name of program)* mission;
- Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable;
- Chairs meetings of the Board after developing the agenda with the Executive Director;
- Encourages Board role in strategic planning;
- In consultation with the Executive Director, appoints committee chairs;
- Serves ex officio as a committee member and attends meetings when possible;
- Discusses issues confronting *(name of program)* with the Executive Director;
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
- Reviews with the Executive Director any issues of concern to the Board;
- Monitors financial planning and financial reports;
- Plays a leading role in fundraising activities;
- Formally evaluates performance of the Executive Director and informally evaluates the effectiveness of Board members;
- Guides the Board in evaluating performance of *(name of program)* in achieving its mission;
- Performs other responsibilities as assigned by the Board; and
- Ensures that Board members attend the monthly meetings, participate in fundraising events, help to solicit and maintain corporate sponsors and fulfill their commitments to the Board.

Vice President:

- Acts as backup to the President, should s/he not be able to fulfill any of his/her responsibilities;
- Works with the President in planning for the upcoming year;
- Chairs the Board membership committee; and
- Monitors Board members' attendance at meetings and activity on Board committees.

Treasurer:

- Assists the Executive Director with financial planning, including budgeting, fundraising, money management and so on; and
- Reviews and discusses the treasurer's report as produced by the Executive Director and the monthly meetings as needed to ensure financial stability.

Secretary:

- Ensures that minutes of the Board meetings are kept.