

ANDERSON PARK



Board Descriptions (Approved 10/16/19)

President (Officer Position)

Purpose/Goal: To ensure the goals of the group, as stated in the bylaws, are met through the effective function of the Board, its members, and a judicious use of group resources.

Typical Tasks/Duties

- A. Schedule and preside over meetings of the Board of Directors. Create agendas and other documents.
- B. Facilitate Board and organizational activities related to setting goals and carrying out projects.
- C. Conduct liaison activities with partner organizations, as needed.
- D. Monitor expenditures and recommend necessary action when expenses exceed income.
- E. Work with the treasurer to review financial records on a regular basis.
- F. Serve as liaison with Dane County staff; Specifically, the Dane County Volunteer Coordinator.
- G. Lead Board member activities in creating an annual progress report for Dane County
- H. Work with project leaders for planning.
- I. Sign legal documents and checks for payment of expenses. Co-sign checks over \$500 with the Treasurer.
- J. Research and write grant proposals. Manage grant activities and fiscal awards with the Treasurer
- K. Plan, revise, and manage website and Facebook page.
- L. Conduct outreach within the community to promote the organization.
- M. Participate in work events. Recruit volunteers for projects.

Vice President (Officer Position)

Purpose/Goal: To provide leadership and assistance to projects of the organization and overall operations of the Board of Directors.

Typical Tasks/Duties

- A. Attend Board meetings.
- B. Plan and implement work events under Board directions. Lead events as needed.
- C. Plan, monitor, inventory equipment and tools.
- D. Serve on an operating committee(s), as needed
- E. Chair board meetings in the absence of the President.
- F. Coordinate annual Board and Officer nominations and election process.
- G. Assist with recruiting new members.
- H. Plan, revise, and manage website and Facebook page.
- I. Plan and managed APF land management plan. Coordinate with County staff.
- J. Participate in work events. Recruit volunteers for projects.
- K. Plan and manage basic data system to log volunteer hours. Create reports as needed.

Secretary (Officer Position)

Purpose/Goal: To keep official records of all Board actions and policies. Keep Board members informed of policies and actions.

Typical Tasks/Duties

- A. Attend Board meetings.
- B. Take minutes at each Board meeting; arrange for a substitute to fill the role, as needed
- C. Arrange for minutes to be sent to each Board Member prior to the next meeting.
- D. Keep records of all official Board Correspondence
- E. Work with the Board and other members who work on communications (e.g. web site, press releases, etc.).
- F. Assist with recruiting new members.
- G. Participate in APF work events. Recruit volunteers for projects.

Treasurer (Officer Position)

Purpose/Goal: To maintain financial records and accounts; direct income into appropriate accounts and pay organizational expenses.

Typical Tasks/Duties

- A. Attend Board meetings.
- B. Deposit income into the organization's checking account; maintain account records.
- C. Set up and maintain a chart of accounts to define each class of items for which money or the equivalent is spent or received.
- D. Create and maintain accurate and detailed records of income and expenses.
- E. Present monthly, quarterly, and annual financial reports to the Board, per Board policy.
- F. Prepare special reports for projects or requested by the Board and/or President.
- G. Create and maintain membership records and a system of membership. Coordinate an annual process to request members rejoin for the upcoming year.
- H. Sign legal documents and checks for payment of expenses, per Board policies; pay bills authorized by the Board of Directors. Co-sign checks over \$500 with President.
- I. Work with President on financial reports and receipt of funds via the web site and/or Facebook.
- J. Work with an accountant for preparing/filing IRS and WI Financial Institutions reports/forms. Submit as needed.
- K. Participate in work events. Recruit volunteers for projects.

Board Member At Large (Membership)

Purpose/Goal: To lead and manage the membership and volunteer function of the organization at various events.

Typical Tasks/Duties

- A. Attend Board meetings.
- B. Plan and coordinate volunteer work events under Board directions. Lead events as needed.
- C. Work with the Treasurer on membership and related financial topics.
- D. Assist with recruiting new members.
- E. Participate in work events. Recruit volunteers for projects and/or work events.