

Officer Roles & Responsibilities

President

- Runs Board meetings and plans Agendas
- Knows and has oversight of the organization
- Responsible for monitoring execution and accountability
- Responsible for operation of Board
- Chairs/leads the Annual Owners Meeting
- Produces Annual Report
- Represents the organization to the public
- Signs legal documents
- Has bank access and deposit duties
- Handles Board resignations
- Helps recruit and orient new Board members
- Makes board effectiveness a priority; developing consensus among the board on mission and goals
- Recognizes the hard work and achievements of board members
- Looks to the future keeping the organization moving forward, initiating the regular review of the organization's strategic plan to keep it fresh and relevant.
- Develops and nurtures strategic partnerships and community relationships
- Keeps the organization's focus on its mission, vision, and long-term goals.

Vice President

- Assists the President
- Replaces the President as necessary
- Helps president with tasks as asked
- Has bank access - per financial controls
- Represents the organization to the public
- Sounding board to president
- Chairs the personnel committee (perhaps participant on Org Dev prior to GM hire)

Secretary

- Gives notice of meetings
- Keeps custody of records, ensuring accuracy and safety
- Takes meeting minutes and posts both internally and externally
- Accepts resignations

Treasurer

- Serves as financial officer of the organization and as chairperson of the finance committee
- May sign legal documents
- Ensures use of correct accounting practices
- Ensures payment of taxes
- Reports regularly to Board
- Prepares an annual budget and presents to Board for approval
- Makes financial recommendations
- Member of the audit committee
- Reviews annual audit and answers Board questions about the audit
- Bank access - per financial controls

Discussion

 Kristin Hettich **turned on** public link sharing for this document