



## *General Summary of Board Positions:*

### *Board President*

Is a member of the Board

Serves as the Chief Volunteer of the organization (nonprofit only)

Provides leadership to the Board of Directors

Chairs meetings of the Board after developing the agenda

Encourages Board's role in strategic planning

Appoints the chairpersons of committees, in consultation with other Board members

Serves ex officio as a member of committees and attends their meetings when invited

Discusses issues confronting the organization

Helps guide and mediate Board actions with respect to organizational priorities and governance concerns

Reviews any issues of concern to the Board

Monitors financial planning and financial reports

Plays a leading role in fundraising activities (nonprofit only)

Formally evaluates the performance of the Property Management Company and informally evaluates the effectiveness of the Board members

Evaluates annually the performance of the organization in achieving its mission.

***Board Vice President:*** This position is typically successor to the President. In addition to the responsibilities outlined in the Director job description, this position:

Is a member of the Board

Performs President responsibilities when the President cannot be available

Reports to the Board President

Works closely with the President and other staff



### *Director*

Regularly attends board meetings and important related meetings

Makes serious commitment to participate actively in committee work

Volunteers for and willingly accepts assignments and completes them thoroughly and on time

Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports

Gets to know other committee members and builds a collegial working relationship that contributes to consensus

Is an active participant in the committee's annual evaluation and planning efforts

### *Board Secretary*

Is a member of the Board

Maintains records of the board and ensures effective management of organization's records

Manages minutes of board meetings

Ensures minutes are distributed to members shortly after each meeting

Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

### *Board Treasurer*

Is a member of the Board

Manages finances of the organization

Administrates fiscal matters of the organization

Provides annual budget to the board for members' approval

Ensures development and board review of financial policies and procedures