

Appendix 1 Board Officer Job Descriptions

President, Board of Directors

Position Summary

The President of the Board of Directors provides leadership to the board, ensures the organization fulfills its mission, and upholds strong governance practices. The President works closely with the board members, and key stakeholders to guide the strategic direction, oversee board effectiveness, and represent the organization publicly.

Key Responsibilities

Leadership & Governance

- Preside over all meetings of the board and executive committee.
- Provide leadership in developing, monitoring, and evaluating organizational strategy.
- Ensure the board fulfills its fiduciary responsibilities for financial health, legal compliance, and mission impact.
- Facilitate open, productive board discussions and decision-making.

Board Development

- Foster a culture of engagement, accountability, and inclusivity within the board.
- Support recruitment, orientation, and development of board members.
- Oversee the evaluation of board performance and ensure adherence to bylaws and governance policies.
- Appoint committee chairs (in consultation with the board) and support their work.

Relationship Building & Advocacy

- Serve as an ambassador for the organization with community partners, donors, and stakeholders.
- Strengthen relationships between the board, staff, and community.
- Represent the organization at public events and speaking engagements as appropriate.

Qualifications

- Strong understanding of nonprofit governance, fundraising, and strategic planning (or willingness to learn quickly)
- Excellent communication, facilitation, and leadership skills.
- Commitment to the mission and values of the organization.
- Ability to work collaboratively and build consensus among diverse stakeholders.

Term of Office

- Elected by the board of directors for a term as defined in the organization's bylaws.
- Eligible for re-election per bylaws.

Vice President, Board of Directors

Position Summary

The Vice President of the Board of Directors supports the President in providing leadership to the board and organization. The Vice President is prepared to assume the duties of the President when the President is unavailable and may be assigned special projects, committees, or initiatives. This role strengthens governance, fosters collaboration, and helps ensure the organization's mission is advanced effectively.

Key Responsibilities

Leadership & Governance

- Assist the President in leading the board and ensuring effective governance practices.
- Preside over the board and executive committee meetings in the absence of the President.
- Partner with the President to align strategic objectives with board oversight.
- Support compliance with bylaws, policies, and fiduciary responsibilities.

Board Engagement & Development

- Help cultivate an engaged, high-performing board by supporting recruitment, orientation, and mentorship of members.
- Chair or co-chair standing or ad hoc committees, as appointed.
- Lead special initiatives or projects at the request of the President or board.

Relationship Building & Advocacy

- Represent the organization at events, meetings, and in the community when delegated by the President.
- Strengthen collaboration between board members, staff, and community stakeholders.

Succession & Continuity

- Remain fully informed about organizational priorities to step seamlessly into the role of President when necessary.
- Prepare for potential succession into the President role, if the President is unable or unwilling to fulfill their duties.

Qualifications

- Prior nonprofit board experience preferred or willingness to learn quickly, leadership or committee chair experience desirable.
- Understanding of nonprofit governance and a commitment to fiduciary responsibilities.
- Strong communication, facilitation, and collaboration skills.

- Commitment to the mission and values of the organization.

Term of Office

- Elected by the Board of Directors for a term as defined in the organization's bylaws.
- In the event no board member has been nominated, the President may appoint the position.
- Eligible for re-election or succession to President per bylaws.

Secretary Treasurer – Board of Directors

Position Summary

The Secretary Treasurer is an appointed officer of the Board of Directors responsible for overseeing the organization's financial health and ensuring transparency, accuracy, and compliance in financial reporting. The Secretary Treasurer works closely with the Board, Finance Committee, and staff leadership to safeguard the organization's assets and support sound financial decision-making.

Key Responsibilities

- Serve as chair of the Finance Committee and lead financial oversight for the Board.
- Review and present regular financial reports to the Board, ensuring clarity and understanding among all members.
- Oversee the organization's budgeting process in collaboration with the Finance Committee and Board Officers.
- Monitor the organization's financial condition and ensure appropriate internal controls are in place.
- Ensure timely filing of all required tax returns and regulatory documents.
- Review and recommend financial policies and practices to strengthen fiscal responsibility.
- Work with external auditors, accountants, or bookkeepers during audits and annual reviews.
- Ensure Board members receive training and support to understand the organization's finances.
- Serve as an authorized signer on bank accounts and financial transactions, as designated by the Board.

Qualifications

- Strong financial management, accounting, or budgeting experience.
- Ability to interpret and explain financial information clearly.
- High level of integrity and attention to detail.
- Familiarity with nonprofit finance and compliance requirements (preferred but not required).
- Experience in finance, accounting, business, or related field.

Term of Office

- Elected by the Board of Directors for a term as defined in the organization's bylaws.

- In the event no board member has been nominated, the President may appoint the position.
- Eligible for re-election per bylaws.

Recording Secretary – Board of Directors

Position Summary

The Recording Secretary is an appointed officer of the Board of Directors responsible for ensuring accurate documentation of all official board proceedings. This role safeguards organizational records, supports board transparency, and ensures compliance with legal and organizational requirements.

Key Responsibilities

- Attend all board meetings and record accurate minutes, capturing motions, votes, and key discussion points.
- Prepare and distribute draft meeting minutes to the Board Chair (or Executive Committee) for review before distribution.
- Distribute approved minutes and maintain an organized archive of board records (physical and/or electronic).
- Track board attendance and participation records.
- Maintain a current record of board policies, bylaws, and official documents.
- Provide notice of board meetings and distribute agendas and supporting materials in coordination with the Board Chair and/or Executive Director.
- Ensure compliance with organizational bylaws and applicable state/federal nonprofit record-keeping requirements.
- Handle official board correspondence, as requested by the Chair.

Qualifications

- Strong organizational and communication skills.
- Attention to detail and accuracy in record-keeping.
- Ability to maintain confidentiality of sensitive information.
- Proficiency with word processing, email, and file management tools.
- Previous board or nonprofit experience (preferred but not required).

Term of Office

- Elected by the Board of Directors for a term as defined in the organization's bylaws.
- In the event no board member has been nominated, the President may appoint the position.
- Eligible for re-election per bylaws.