



Executive Board Officer Responsibilities

President

The board president is the head of the board and of the organization. The president partners with the organization leadership to promote the nonprofit. The president conducts board meetings and ensures that the board's directives are implemented and monitored. The president calls and conducts meetings and also creates committees and appoints committee chairs. The president collaborates with the CEO to carry out the organization's mission and ensures accomplishment of goals. The president reviews reports and records, and directs members in their roles.

Vice President

The vice president of the board, who is also president-elect, is prepared at all times to assume the role of board president, if necessary. The vice president, whose knowledge and commitment mirrors that of the president, may serve in the president's place for board activities and in the spokesperson capacity. The president may delegate special assignments to the vice president, who also works closely with the organization's CEO to carry out the organization's vision and directives.

Secretary

The board's secretary provides members with required meeting notices, prepares agendas and provides guidance on proper meeting procedures. The secretary takes minutes at board meetings, or designates a person for the task, and reviews and distributes the approved minutes. The secretary prepares and maintains board records, such as minutes and committee reports, and ensures the accuracy and security of the records. The secretary is prepared to assume the leadership role when the president and vice president are unavailable.

Treasurer

The treasurer serves as the financial officer and is the chairperson of the finance committee. The treasurer applies their knowledge of accounting to monitor finances, while directing the preparation of financial reports and summarizing the reports for the board. The treasurer works with other board officers and the CEO to develop financial plans and prepare the organization's budget. The treasurer reviews the annual audit and tax forms, and presents the financial material to the board.