

EXECUTIVE OFFICER EXPECTATIONS

President:

1. Provides leadership to the board (is key in achieving the organizations mission)
2. Chairs meetings of the board after developing an agenda
3. Appoints chairpersons of committees, in consultation with the board
4. Serves as chief volunteer of the organization
5. Monitors financial planning and financial reports, signs checks
6. Plays a leading role in fundraising and encourages strategic planning
7. Serves ex officio as member of committees and attends their meetings when invited
8. Discusses issues confronting the organization with the board
9. Informally evaluates the effectiveness of board members
10. Annually evaluates the performance of the board in achieving its mission
11. Performs other responsibilities as assigned by the board

Vice-President:

1. Performs presidential responsibilities when the president is not available
2. Works closely with the president and other officers
3. Participates closely with president to develop, oversee, and implement officer transition plans
4. Performs other responsibilities as assigned by the board

Treasurer:

1. Maintain the financial records for the organization
2. Pay bills/sign checks
3. Maintain the bank account and make that information available to the board
4. Provide a monthly financial statement for the board
5. Be prepared to make recommendations regarding finances and financial planning for the organization
6. Performs other responsibilities as assigned by the board

Secretary:

1. Take minutes during monthly meetings
2. Provide the meeting minutes in a timely fashion to the board after the meeting for review
3. Take any notes during any training sessions, retreats, workshops, etc. as directed by the board
4. Maintain accurate records of minutes and board member attendance
5. Performs other responsibilities as assigned by the board