**Sample Job Descriptions for Board Officers**

PRESIDENT / CHAIR / CHIEF VOLUNTARY OFFICER (CVO)

* *General:* Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
* *Community:* Speaks to the media and the community on behalf of the organization (as does the executive director); represents the agency in the community.
* *Meetings*: Develops agendas for meetings in concert with the executive director. Presides at board meetings.
* *Committees*: Recommends to the board which committees are to be established. Seeks volunteers for committees and coordinates individual board member assignments. Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board. Determines whether executive committee meetings are necessary and convenes the committee accordingly.
* *Executive Director*: Establishes search and selection committee (usually acts as chair) for hiring an executive director. Convenes board discussions on evaluating the executive director and negotiating compensation and benefits package; conveys information to the executive director.
* *Board Affairs*: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

VICE PRESIDENT / VICE CHAIR

* *General:* Acts as the president/chair in his or her absence; assists the president/chair on the above or other specified duties.
* *Special Responsibilities*: Frequently assigned to a special area of responsibility, such as membership, media, annual dinner, facility, or personnel.
* Some organizations choose to make the vice president, explicitly or implicitly, the president-elect.

TREASURER

* *General:* Manages the board's review of, and action related to, the board's financial responsibilities. May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
* *Reports*: Ensures that appropriate financial reports are made available to the board. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
* *Finance Committee*: Chairs the Finance Committee and prepares agendas for meetings, including a year-long calendar of issues. In larger organizations, a separate Audit Committee may be chaired by a different person.
* *Auditor*: Recommends to the board whether the organization should have an audit. If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees.
* *Cash Management* *and Investments*: Ensures, through the Finance Committee, sound management and maximization of cash and investments.

## BOARD CHAIR JOB DESCRIPTION

*The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Is a member of the Board

2. Serves as the Chief Volunteer of the organization *(nonprofit only)*

3. Is a partner with the Chief Executive in achieving the organization's mission

4. Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.

5. Chairs meetings of the Board after developing the agenda with the Chief Executive.

6. Encourages Board's role in strategic planning

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

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

9. Discusses issues confronting the organization with the Chief Executive.

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

11. Reviews with the Chief Executive any issues of concern to the Board.

12. Monitors financial planning and financial reports.

13. Plays a leading role in fundraising activities *(nonprofit only)*

14. Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.

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

16. Performs other responsibilities assigned by the Board.

## VICE CHAIR JOB DESCRIPTION

*The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

This position in typically successor to the Chair position. In addition to the responsibilities outlined in the Committee Member job description, this position:

1. Is a member of the Board

2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)

3. Reports to the Board's Chair

4. Works closely with the Chair and other staff

5. Participates closely with the Chair to develop and implement officer transition plans.

6. Performs other responsibilities as assigned by the Board.

## COMMITTEE CHAIR JOB DESCRIPTION

*The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Is a member of the Board

2. Sets tone for the committee work.

3. Ensures that members have the information needed to do their jobs.

4. Oversees the logistics of committee's operations.

5. Reports to the Board's Chair.

6. Reports to the full Board on committee's decisions/recommendations.

7. Works closely with the Chief Executive and other staff as agreed to by the Chief Executive.

8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.

9. Initiates and leads the committee's annual evaluation.

##

## BOARD MEMBER JOB DESCRIPTION

*The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Regularly attends board meetings and important related meetings.

2. Makes serious commitment to participate actively in committee work.

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

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

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

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

7. Participates in fund raising for the organization *(nonprofit only).*

## BOARD SECRETARY JOB DESCRIPTION

*The following description was adapted from materials from the National Center for Nonprofit Boards. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Is a member of the Board

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

3. Manages minutes of board meetings

4. Ensures minutes are distributed to members shortly after each meeting

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

##

## BOARD TREASURER JOB DESCRIPTION

*The following description was adapted from materials from the National Center for Nonprofit Boards. Note that materials apply to both for-profit and nonprofit unless otherwise noted.*

1. Is a member of the Board

2. Manages finances of the organization

3. Administrates fiscal matters of the organization

4. Provides annual budget to the board for members' approval

5. Ensures development and board review of financial policies and procedures

## EXECUTIVE COMMITTEE/OFFICERS

The Executive Committee is comprised of all officers of the *(organization name)*. The responsibilities of this Committee shall include but not be limited to the following:

* Set overall strategy for the *(organization name)*

# Lead efforts to revise Articles of Association and By-Laws as needed

# **President**

The President’s responsibilities include:

* Supervising and coordinating *(organization name)* activities
* Calling and presiding over regular and special meetings of the Board and the Executive Committee
* Ensuring the holding of the Annual Meeting as called for by club’s Articles of Association
* Ensuring the completion of the *(organization name)*Annual Report for the AAUM (this responsibility is often listed as a responsibility of the Vice President)
* Serving, if interested, as a member of any standing or ad hoc committee, with the right to vote
* Appointing, with a majority vote of the Board, standing or ad hoc committees for the *(organization name)* and their respective chairpersons
* Serving as principal liaison with the University, the Alumni Association and other organizations

# **Vice President**

The Vice President’s responsibilities include:

* Presiding over the *(organization name)* meetings in the absence of the President
* Chairing the Nominating Committee
* Ensuring that the term limits described in the *(organization name)* bylaws are adhered to by the Officers and Directors of the Board
* Serving as a resource for the Chairs of the following committees: (list committees here) and, participating in associated activities as needed
* Assuming the duties of the President on an interim basis if the President is unable to complete his/her term

*Additional responsibilities to consider for this position:*

* Larger clubs sometimes have more than one vice-president, each with different responsibilities related to chairing committees.
* Some clubs list completing the Annual Report for the AAUM as a responsibility of the Vice President.
* Some club succession plans include adding the Vice-President, at the end of the current President’s term, to the slate for incoming President.

## **Secretary**

The Secretary’s responsibilities include:

* Giving notice of the *(organization name)* Board meetings
* Taking and distributing meeting minutes at Board and special meetings
* Maintaining a permanent record of all *(organization name)* proceedings
* Tallying votes from the Board and general membership
* Maintaining and circulating the current Articles of Association and Bylaws of the *(organization name)*
* Taking attendance at *(organization name)* Board meetings

*Additional responsibilities to consider for this position:*

* Some clubs list completing the Annual Report for the AAUM as a responsibility of the Vice President.
* Serving as a resource for the Contributing Editor(s) and Web Site Administrator and supervising annual elections are also duties that some clubs Secretaries perform.

## **Treasurer**

The Treasurer’s responsibilities include:

* Receiving all funds paid to the *(organization name)*
* Disbursing money on properly authorized orders/invoices
* Maintaining the permanent record of all financial matters
* Preparing a Treasurer’s Report on the status of the operating and scholarship funds for all meetings of the Board, including the Annual Meeting
* Preparing a final report for the prior fiscal year and submitting such report to the Board
* Transferring funds to the Office of Financial Aid of the University of Michigan
* Transferring financial records to the current treasurer no later than the (*insert date*) Board Meeting
* Assisting in preparation of event-based budgets and related record keeping
* Serving as a resource for the Director(s) of (1) Scholarship Awards & Student Relations and (2) Fundraising, participating in associated activities as needed

Larger organizations that have their own 501(c)3 or 501(c)7 status often include these additional responsibilities in their Treasurer’s position description:

* Preparing and filing an annual tax return
* Chairing the Investments or Finance Committee and overseeing its functions, including the appropriate investment of funds
* Preparing an annual budget with the assistance of the Finance Committee
* Overseeing risk management and insurance.
* Maintaining the club’s non-profit tax status