

# Board Position Descriptions

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# Board of Directors

## Executive Board

### **President**

The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and influence the establishment of goals and objectives for the organization during the term of office. He/She shall act as spokesperson and inspirational leader, and shall work in partnership with the Executive Director. The President serves as a voting member of the Executive Committee and Board of Directors.

#### Duties, Responsibility and Authority:

- Presides at and attends all meetings of the members, Board of Directors and Executive Committee. Coordinates agenda material with the Executive Director.
- In concert with the Executive Director, sees that the Board of Directors, Executive Committee, and officers are kept fully informed on the conditions and operations of the organization.
- Works with the Executive Director to see that basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors, and executed following Board approval.
- Appoints the chairs of any temporary, ad hoc committees, outlines the purpose and duties of these committees and task forces, and monitors progress.
- Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.
- Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board to members by means of letters, publications or speeches.
- With the Executive Director, acts as a spokesperson for the Association to the press, the public, legislative bodies, and related organizations.
- Exercises general supervision over the work and activities of the Board, Executive Committee and other committees.
- In cooperation with the Executive Director, sees that all orders and resolutions of the Board of Directors are carried into effect.

### **Treasurer**

The Treasurer is a key voting member of the Executive Committee and assists the President in the performance of his/her duties. Ensures the integrity of the fiscal affairs of the Association.

#### Duties, Responsibilities and Authority:

- Serves as member of the Board of Directors and Executive Committee.
- Serves third in line in the capacity of President in the absence of the Association President and Past President, including all powers and duties assigned.
- In conjunction with the Executive Director, ensures that the Association maintains accurate financial records.
- In conjunction with management staff, reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
- Submits the financial accounts of the Association to an annual independent audit.
- Performs other duties assigned by the President or Board of Directors, which may include serving as chair or member of other committees.

## **Secretary**

The Secretary is a key voting member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official “keeper of the records”.

### **Duties, Responsibility and Authority:**

- Serves as member of the Board of Directors and Executive Committee.
- Attends all meetings of the members of the Association, Board of Directors and Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the organization.
- Conducts roll call of Membership, Board of Directors and Executive Committee meetings for the official records and to establish the presence of a quorum.
- Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.
- Serves as organization historian, maintaining accurate records on file and easily accessible to provide upon request.
- In the absence of Legal Counsel, serves as Parliamentarian to maintain order by being knowledgeable of all organizational bylaws and meeting procedures.
- Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.

## **Legal Counsel**

The Legal Counsel position provides legal services to the Board of Directors on all matters affecting the operation of the Association. The Legal Counsel serves as a voting member of the Executive Committee and Board of Directors.

### **Duties, Responsibility and Authority:**

- Provides legal advice to the Board of Directors on all matters affecting the operation of the Association.
- Investigates legal problems and makes recommendations.
- Collaborates with Treasurer to ensure that all local, state, and federal requirements are met and reports are submitted on time.
- Represents or provides the representation for the Association in all legal and administrative proceedings including arbitrations, mediations, and other proceedings.
- Recommends the hiring of outside counsel as necessary.
- Serves as Parliamentarian of the Association by being knowledgeable of all organization bylaws and meeting procedures, providing guidance as necessary to adhere to stated rules.

## **Past President**

The Past President position is that of advisor to and diplomat for the Association to provide a stable transition between leadership. The Past President serves as a voting member of the Executive Committee and Board of Directors.

### **Duties, Responsibility and Authority:**

- Reports to the acting President of the Association while serving in an advising capacity.
- Serves second in line in the capacity of President in the absence of the Association President, including all powers and duties assigned.
- Oversees special projects of the Association.

- Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.
- Promotes interest and active participation in the Association on the part of the membership.
- Assumes a key role in the orientation and transition of the new President of the Association.

## Standing Committee Chairs

**Note: Standing committees can consist of just the chair or can have an unlimited number of members upon the chair's discretion.**

### Marketing Director

The Marketing Director is a voting member of the Executive Committee that supports all marketing activities of the Association.

Duties, Responsibility and Authority:

- Leads the marketing committee in efforts to advance marketing efforts of the organization, including recruitment of volunteers with the skills to complete the tasks.
- Oversees brand management of organization name and logo.
- Develops marketing campaigns to increase organization awareness within the community.
- Designs flyers and other marketing materials to be used in marketing campaigns.
- Assists with press releases, social media outreach, and communication with external stakeholders.
- Conducts market research, including regular review of marketing analytics to improve marketing strategies and outreach.

### CISO & Technology Director

*The CISO & Technology Director* is a voting member of the Executive Committee that supports all informational and technological needs of the Association.

Duties, Responsibility and Authority:

- Leads the technology committee to provide informational and technological support to the organization, including recruitment of volunteers with the skills to complete the tasks.
- Develops, maintains, and updates the HOLCA website and other related digital resources with accurate and up-to-date information.
- Regularly seeks and pursues creative solutions to increase organizational efficiency using technology.
- Researches and stays up-to-date on technological tools, apps, software, and products and makes recommendations to the board for adoption of new technologies or practices.
- Works with Marketing Director to develop cost-effective digital marketing tools for outreach and awareness purposes.
- Provides general technical support during meetings, events, and programs.
- Security principles and practices; safeguards, building secure systems and security procedures for information systems; of the organization, corporate/industry security information, goals, objectives, and policies and procedures; laws and regulations related to Health Insurance Portability Accountability Act (HIPAA), Gramm-Leach Bliley (GLB) Act, Communications Assistance for Law Enforcement Act (CALEA), and Payment Card Industry (PCI); current and

developing information technology services, industry information technology, impact on processes, business continuity planning, auditing, and risk management requirements.

- Working with all business units to determine possible risks and risk management processes.
- Business development planning and acquiring the correct technology.
- Analyzing IT security threats in real-time and mitigating these threats.
- Ensuring that newly acquired technology complies with the IT security regulations.
- Planning, designing, and implementing an IT and network strategy for the company.
- Managing the continuous maintenance of the IT network to ensuring optimum security levels are maintained.
- Sourcing the necessary hardware and software to implement the IT strategy and negotiating contracts.
- Ensuring that no internal breaches or misuse of data take place.
- Determining the cause of internal and external data breaches and instituting appropriate corrective action.
- Presenting regular feedback reports on IT network security to the President and other Board Directors.

### **Volunteering Director**

The Volunteering Director is a voting member of the Executive Committee that supports all volunteering activities of the Association.

Duties, Responsibility and Authority:

- Leads the volunteering committee to develop opportunities for volunteer support in the organization, including recruitment of volunteers with the skills to complete the tasks.
- Identifies, recruits, trains, and rewards volunteers involved with HOLCA programs.
- Maintains an accurate list of active volunteers in the organization.
- Supervises volunteers at public events in collaboration with the Executive Director.
- Develops regular incentives and programming specifically-designed for HOLCA volunteers.

### **Culture Director**

The Culture Director is a voting member of the Executive Committee that supports all cultural activities of the Association. As a Hispanic-serving organization, the Culture Director promotes a supportive and inclusive environment for all members.

Duties, Responsibility and Authority:

- Leads the culture committee in efforts to advance cultural efforts of the organization, including recruitment of volunteers with the skills to complete the tasks.
- Stays up-to-date on all Hispanic cultural activities in the area and promotes them to HOLCA members and the general public.
- Provides outreach to the local Hispanic community and conducts interviews, surveys, and focus groups to learn about the Hispanic cultural diversity represented in Lake County.
- Provides professional development opportunities to the Executive Committee, Board of Directors, volunteers, and community relating to best practices of creating an inclusive culture.
- Collaborates with Marketing Director to promote local Hispanic individuals, businesses, events, and organizations through newsletters, emails, and awards.
- Ensures that the spirit of HOLCA's mission to serve the Hispanic community is maintained in all meetings, discussions, programs, and expenses.

## Special Committee Chairs

### **To Be Determined**

Special Committee Chairs are appointed by the President whenever a temporary, ad hoc committee is formed for a specific purpose. Special Committee Chairs are not voting members of the Executive Committee or Board of Directors.

# Managerial Staff

## **Executive Director**

The Executive Director is the key management leader of HOLCA. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

## **GENERAL RESPONSIBILITIES**

1) **Board Governance:** Works with board in order to fulfill the organization mission.

- Responsible for leading HOLCA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support HOLCA's mission.
- Responsible for the fiscal integrity of HOLCA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of HOLCA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that HOLCA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of HOLCA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) **Organization Operations:** Oversees and implements resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of HOLCA operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

## **Day-to-Day Responsibilities**

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Serve as HOLCA's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance HOLCA's Mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.