



## President

1. The President partners with the organization leadership to promote the nonprofit.
2. The President conducts board meetings and ensures that the board's directives are implemented and monitored.
3. The President calls and conducts meetings of the board officers.
4. Creates committees and appoints committee chairs.
5. Collaborates with all Directors to carry out the organization's mission and ensures accomplishment of goals.
6. Reviews reports and records and directs members in their roles.
7. The term of a President is up to three years.

## Vice President

1. Prepared at all times to assume the role of board President, if necessary.
2. 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.
3. Works closely with Board of Directors to accomplish vision and directives.
4. The term of the Vice President is up to three years.

## Secretary

1. The board's Secretary provides members with required meeting notices, prepares agendas and provides guidance on proper meeting procedures.
2. Takes minutes at board meetings, or designates a person for the task, and reviews and distributes the approved minutes.
3. 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.
4. The term of the Secretary is up to three years.

## Treasurer

1. The Treasurer serves as the financial officer. If the organization has a finance committee, the Treasurer is its chairperson.
2. Applies knowledge of accounting to monitor finances, while directing the preparation of financial reports and summarizing the reports for the board.
3. Works with other board officers to develop financial plans and prepare the organization's budget.
4. Reviews the annual audit and tax forms and presents the financial material to the board.
5. The term of the Treasurer is up to three years.