Board Officer Responsibilities

**Responsibilities of Board Chair**

* Oversee board and executive committee meetings
* Serve as ex-officio member of all committees
* Work in partnership with the chief executive to make sure board resolutions are carried out
* Call special meetings if necessary
* Appoint all committee chairs, and with the chief executive, recommend who will serve on committees
* Assist chief executive in preparing agenda for board meetings
* Assist chief executive in conducting new board member orientation
* Oversee searches for a new chief executive
* Coordinate chief executive's annual performance evaluation
* Work with the nominating committee to recruit new board members
* Coordinate periodic board assessment with the chief executive
* Act as an alternate spokesperson for the organization
* Periodically consult with board members on their roles and help them assess their performance

**Responsibilities of Board Vice Chair/Chair Elect**

* Attend all board meetings
* Serve on the executive committee
* Carry out special assignments as requested by the board chair
* Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence

**Responsibilities of Board Secretary**

* Participate as a vital part of the board leadership
* Attend all board meetings
* Serve on the executive committee
* Maintain all board records and ensure their accuracy and safety
* Sign corporate documents as required
* Ensure corporate registration
* Review board minutes- presents minutes at meeting
* Assume responsibilities of the chair in the absence of the board chair and chair elect.
* Provide notice of meetings of the board and/or of a committee when such notice is required

**Responsibilities of Board Treasurer**

* Understand financial accounting for nonprofit organizations
* Serve as financial officer of the organization and as chairperson of the finance committee
* Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
* Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
* Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval
* Review the annual audit and answer board members' questions about the audit