

###### 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.

Source: GSUSA Corporate Management Monographs

2015