

Responsibilities of Board Officers
Board of Directors
The LGBT Resource Center for the Seven Rivers Region, Inc.

Besides being board members, several board members will be asked to take on additional responsibilities as officers and/or committee members. Below are the responsibilities associated with specific board positions:

President

Section 4.05. President: The President shall be a director of the Corporation and will preside at all meetings of the Board of Directors. The President shall perform all duties attendant to that office, subject, however, to the control of the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors.

- Serves as the chief volunteer of the organization.
- Is a partner with the Executive Director in achieving the Center's mission.
- Provides leadership to the board, ensuring 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.
- Chairs board meetings after developing the agenda with the Executive Director. Ensures that board matters are handled properly including preparation of pre-meeting materials, committee functioning and recruitment and orientation of new board members.
- Encourages the board's role in strategic planning.
- Recommends to the board which committees are to be established, helps seek volunteers for committee and coordinates individual board member assignments. Makes sure each committee has a chair (identifies committee recommendations in consultation with other board members) and stays in touch with chair to be sure the work is carried out.
- Determines whether executive committee meetings are necessary and convenes the committee accordingly.
- Serves ex officio as a member of committees and attends their meetings when invited.
- Discusses with the Executive Director issue of concern to the board or the Center.
- Helps guide and mediate board actions with respect to Center priorities and governance.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Formally evaluates the performance of the Executive Director; informally evaluates the effectiveness of board members.

- Evaluates annually the performance of the organization in achieving its mission.
- Speaks to the media and the community on behalf of the organization (as does the executive director), represents the organization in the community.

Vice President

Section 4.0d. Vice-President: The Vice-President shall be a director of the Corporation and will preside at meetings of the Board of Directors in the absence of, or request of the President. The Vice-President shall perform other duties as requested and assigned by the President, subject to the control of the Board of Directors.

- Is typically a successor to the president.
- Reports to the President.
- Performs as president in his or her absence, assists the president on the above or other specified duties.
- Works closely with the president and other staff.
- Participates closely with the president to develop and implement officer transition plans.
- Frequently assigned to a special area of responsibility such as membership, media, annual dinner, facility or personnel.

Secretary

Section 4.07. Secretary: The Secretary shall be a director of the Corporation and shall keep the minutes of all meetings of the Board of Directors in the books proper for that purpose. The Secretary shall perform such other duties as requested and assigned by the Board of Directors.

- Maintains records of the board and ensures effective management of organization's records.
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (e.g. articles, by-laws, IRS letters) to note their applicability during meetings.
- Constant attention to sensitive deadlines and other dates important to the board.
- Provides freedom for the executive director to focus on work while remaining assured the board's needs are being met.

Treasurer

Section 4.08. Treasurer. The Treasurer shall be a director of the Corporation and shall report to the Board of Directors at each regular meeting on the status of the Corporation's finances. The Treasurer shall work closely with any board member or committee of the Corporation to ascertain that appropriate procedures are being followed in the financial affairs of the Corporation. The Treasurer shall perform such other duties as requested and assigned by the Board of Directors.

- Manages the board's review of, and action related to, the board's financial responsibilities.
- Manages the finances of the Center.
- Administrates fiscal matters of the Center.
- Provides the annual budget to the board for approval. The budget is created in consultation with the board.
- Ensures development and board review of financial policies and procedures.
- Ensures appropriate financial reports are made available to the board. Regularly reports to the board on key financial events, trends, concerns and assessment of fiscal health.
- Recommends to the board whether the organization should have an audit. If so, selects and meets with the auditor.
- Ensures sound management and maximization of cash and investments.

Drafted Jan. 11, 2014, CLK