Board President-

A board president often comes to the position with extensive leadership experience, demonstrated success as a committee chair or board member, and a history of building capacity in the nonprofit sector. The board president supervises the executive director and provides guidance and support. The executive director seeks advice and counsel from the board president in the event of high-profile issues or problems.

The board president supervises the executive director to ensure staffing is adequate, financial records are in order, and short and long-term goals are realized. Provides support and advice to the executive director to develop a professional development plan and to assist with client issues and concerns.

The board president leads the organization in strategic planning. In consultation with the executive director and board members, the board president sets short- and long-term goals to ensure the organization is mission-centered and outcome-oriented.

The board president is responsible for tracking organizational progress and evaluating the completion of established goals. This usually involves a full assessment of organizational needs, reviewing financial statements and digging deeper into community needs. Regular assessment and evaluation assists the governing board in long-range planning.

The board president convenes the executive board in regular meetings and planning retreats. Many organizations have special committees that work on individual needs of the organization. The board president monitors progress of committees and aligns their work with organizational mission and goals.

Vice President-

Under the direction of the president or board of directors, a nonprofit vice president manages employees and the day-to-day activities of the organization. This includes developing responsibilities for the staff, hiring employees, developing and mentoring staff, as well as ensuring the organization accomplishes tasks to meet its overall goals.

Because most nonprofit organizations rely on donations from the community and individuals interested in the organization's success, the vice president creates public awareness initiatives and ensures the organization is visible to the community and those interested in assisting the foundation. This may include assigning staff members to coordinate fundraisers, community events and other programs to create responsiveness to the organization.

Financial responsibilities of vice president includes overseeing and maintaining the financial budgets for the organization. This includes ensuring the organization is compliant with state and federal guidelines as a nonprofit organization, allocating funds for each department and ensuring the financial stability of the organization.

The vice president prepares operational and financial reports for the board of directors and top executives of the organization. These reports are typically presented to executives on a quarterly or yearly basis to review the organization's status, as well as exchange ideas and suggest changes to improve operations.

Treasurer-

A Treasurer is typically charged with overseeing the management and reporting of an organization’s finances. Generally, as with other officer positions, the specific duties of the Treasurer are stated in an organization’s bylaws.

Since an organization’s financial management is directly tied to the Treasurer’s responsibilities, the Treasurer’s execution of her responsibilities will have a strong impact on the public’s perception, trust, and assurance in the nonprofit as a whole. With this in mind, organizations should seek Treasurers with desirable skills such as financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions.

Typically, the Treasurer’s duties include the following:

A Treasurer may manage or oversee the management of the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. In some organizations, the Treasurer may also be responsible for investing funds consistent with applicable laws. The Treasurer should be knowledgeable about who has access to the organization’s funds and any outstanding bills or debts owed. The Treasurer should create and maintain systems for ensuring the organization’s ongoing solvency and oversee the development of the organization’s financial policies. Helpful policies to consider include check signing authority, expense reimbursement, credit card usage, and petty cash policies, if applicable.

The Treasurer may be responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. The development of a budget that supports the organization’s goals and drives decision-making is an important part of an organization’s success in effectuating its mission. The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.

The Treasurer should have thorough knowledge and understanding of the organization’s financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization’s fiscal health. The Treasurer is also generally responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board’s review.

A skilled Treasurer should be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience. The Treasurer should spend time learning the particulars of the organization’s finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments. The Treasurer can be most effective to the board when she is facilitating and encouraging the board’s strategic thinking about the short and long term financial vitality of the organization in relation to its advancement of the organization’s mission.

Secretary-

The secretary position of a non-profit organization plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization’s bylaws. The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. They are an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization’s records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties. As the custodian of the organization’s records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. A secretary will be most useful to an organization when his or her role is catered to meet the unique structure and needs of the organization, rather than filling a “one-fits-all” job description. For example, these duties often increase when the corporation is a membership organization, giving members the right to elect the directors. Duties may additionally change from time to time as may be assigned to him or her by the board.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws. Accountability The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary. Specific Duties Minutes The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.. Requirements of minutes may vary with the jurisdiction but should include at a minimum: • date, time, location of meeting; • list of those present and absent; • list of items discussed; • list of reports presented; • text of motions presented and description of their disposition. The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records. Custodian of records The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records. Membership Records The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc. Bylaws The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings. Communication The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others. Meetings The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above Depending upon the bylaws and practices of the organization, the Secretary may perform these duties for Member meetings (eg. Annual General Meeting) and/or for an executive committee. Signing Officer The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization. Filing of Documents The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.