

Sample Job Description for Board Officers

This sample job description for board members comes from the descriptions for the chair, vice-chair, secretary and treasurer noted in Minnesota Council of Nonprofits' Bylaws (link to MCN bylaws).

Chair: The chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: vice-chair, secretary and treasurer. Additional duties are listed below.

- 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 as 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 the search for a new chief executive.
- Coordinate chief executive's annual performance evaluation.
- Work with the nominating committee to recruit new board members.
- Act as an alternate spokesperson for the organization.
- Consult with board members on their roles and help them assess their performance, individually and through an annual Board Self Assessment.

Vice Chair: The vice chair shall chair committees on special subjects as designated by the board. Other duties are as follows.

- 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.
- Participate as a vital part of the board leadership.

Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings.
- Serve on the executive committee.

- Maintain all board records and ensure their accuracy and safety.
- Review board minutes.
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required.

Treasurer: The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public. Additional duties are as follows.

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- 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 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, as required by law, and answer board members' questions about the audit.