



## **Job Descriptions Revised November 2011**

### **President**

**Office:** President

**Term:** 2 years

**Reports to:** Board of Directors

**Activities:** *Per Month:*

Carry out the direction of the Board of Directors to achieve the organization's mission  
Draft agenda with the Chairman for Board of Directors review  
Attend committee meetings as needed  
Support fundraising efforts  
Support community involvement activities  
Other (as required)

### **Responsibilities:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Encourage and advance strategic planning.
3. Discuss issues confronting the organization with the Board of Directors.
4. Help guide and mediate the organization's actions with respect to priorities and governance concerns.
5. Review any issues of concern to the Board of Directors.
6. Monitor financial planning and financial reports.
7. Perform other responsibilities assigned by the Board of Directors. The President has primary contracting authority and responsibility for the organization at the direction of the Board of Directors.



## **Job Descriptions Revised November 2011**

### **Secretary**

**Office:** Secretary

**Term:** 1 year

**Reports to:** President and/or Board of Directors

**Activities:** *Per Month:*

Attend monthly Board of Directors meetings  
Attend annual meeting of the Board of Directors  
Draft minutes  
Attend committee meetings as needed  
Support fundraising efforts  
Maintain records and organizational documentation  
Chair one committee  
Other (as required)

### **Responsibilities:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Maintain records of the organization and ensure effective management of the organization's records.
3. Assume responsibilities of the President in the absence of the President
4. Provide notice of meetings, when such notice is required.
5. Ensure minutes, agenda and supporting documents are distributed to the Officers and Directors as required by the By-laws.
6. Become sufficiently familiar with legal documents (Articles, By-laws, IRS letters, etc.) and keep up-to-date.
7. Ensure filings with applicable governmental entities are properly and timely filed.
8. Perform other responsibilities assigned by the President.



## **Job Descriptions Revised November 2011**

### **Treasurer**

**Office:** Treasurer

**Term:** 2 years

**Reports to:** President and/or Board of Directors

**Activities:** *Per Month:*

Attend quarterly Board of Directors meeting to review financials  
Attend the annual meeting of the Board of Directors  
Support fundraising efforts  
Support community involvement activities  
Other (as required)

### **Responsibilities:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Understanding of financial accounting for non-profit organizations.
3. Serve as financial officer of the organization, who reviews, approves and presents quarterly financial reports to the Board of Directors.
4. Work with the Board of Directors to ensure that appropriate financial reports are made available on a timely basis.
5. Assist the President in preparing the annual budget and presenting it to the Board of Directors for approval.
6. Review and approve income and expenses through a monthly reconciling of the books including payroll visa/debit charges, and Executive Director reimbursements
7. When done, review an annual audit/review and answer questions about the audit/review.
8. Ensure the President files annual tax returns, quarterly and yearly payroll taxes, and any other financial filings.
9. Perform other responsibilities assigned by the President.



## **Job Descriptions Revised November 2011**

### **Committee Chair**

**Office:** Committee Chair

**Term:** 1 year

**Reports to:** Board of Directors

**Activities:** *Per Month:*

Attend and manage said person's committee meetings  
Support fundraising efforts  
Other (as required)

### **Responsibilities:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Set the tone for committee work.
3. Set goals and objectives for the committee.
4. Ensure members have the information they need to do their jobs.
5. Recruit volunteers to participate in committee work.
6. Oversee logistics of the committee operations.
7. Report to the Board of Directors as requested.
8. Maintain timely communication with committee members and meet regularly.
9. Assign work to the committee members, set the agenda and run the meetings.

### **Ideas for Committees:**

- Scholarship Committee
- Marketing and Fundraising
- Health Integration Action Team
- Rural Resort Region North East Early Childhood Council Steering Committee



## **Job Descriptions Revised November 2011**

### **Board of Directors**

**Office:** Board of Director

**Term:** 2 years

**Reports to:** Board of the Directors

**Activities:** *Per Month:*

Attend Board of Directors meetings  
Serve as a RRRNE Early Childhood Council member  
Attend the annual meeting of the Board of Directors  
Participate on at least one committee  
Support fundraising efforts  
Other (as required)

### **General Expectations:**

1. Knowledge of the organization's mission, purpose, policies, programs, services, strengths and needs.
2. Personal commitment to Grand Beginnings' and the Rural Resort Region North East (RRRNE) Early Childhood Council goals and objectives.
3. Encourage board development including recruiting new directors and committee members.
4. Attendance at 75% of Board of Directors meetings.
5. Serve as a member on at least one committee or project per year.
6. Serve as a member of the RRRNE Early Childhood Council
7. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
8. Get to know other committee members and build a collegial working relationship.
9. Participate in fundraising for the organization.
10. Represent the organization in the community.
11. Follow trends in the organization's fields of interest (early childhood).
12. Participate in the evaluation of the Executive Directors performance.
13. Participate in the annual review of the organization's actions with respect to priorities and governance concerns.
14. Attend the annual meeting.

### **Meetings:**

1. Participate in Board, early childhood council and committee meetings.
2. Stay informed about committee matters, be well prepared for meetings, review and comment on minutes and reports.

3. Attend each Board meeting. Two “unexcused” absences will be accepted as resignation from the Board. An excused absence consists of making the other Directors aware that you will miss the meeting.
4. Maintain appropriate confidentiality of the Board's business.
5. Suggest appropriate agenda items for the Board and committee meetings.

**Relationship with Others:**

Be available to assist the other Directors, Officers and Staff as appropriate and support him/her in relationships with the community at large.

**Avoiding Conflicts:**

1. Serve the organization as a whole rather than any special interest group or constituency.
2. Avoid conflict of interest or the appearance thereof and disclose any possible conflicts to the Board in a timely fashion.

**Ideas for Committees:**

- Scholarship Committee
- Marketing and Fundraising
- Health Integration Action Team
- Rural Resort Region North East Early Childhood Council Steering Committee



## **Job Descriptions Revised November 2011**

### **Chairman of the Board of Directors**

**Office:** Chairman of the Board of Directors

**Term:** 2 years

**Reports to:** Board of Directors

**Activities:** *Per Month:*

Serve as Chairman for the Board of Directors  
Lead Board of Director meetings  
Carry out the direction of the Board of Directors to achieve the organization's mission  
Attend the annual meeting of the Board of Directors  
Attend committee meetings as needed  
Support fundraising efforts  
Support community involvement activities  
Maintain contact with other Officers  
Other (as required)

### **Responsibilities:**

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Ensure that the Officers are accountable.
3. Chair meetings of the Board after developing the agenda with the Executive Committee.
4. Encourage and advance strategic planning.
5. Appoint the Chair of committees, in consultation with the Board of Directors.
6. Discuss issues confronting the organization with the Board of Directors.
7. Help guide and mediate the organization's actions with respect to priorities and governance concerns.
8. Review any issues of concern to the Board of Directors.
9. Monitor financial planning and financial reports.
10. Play a leading role in fundraising activities.
11. Lead the evaluation of the Directors' performance.

12. Lead the evaluation of the annual evaluation of the performance of the organization in achieving its mission, including the Directors' effectiveness.
13. Perform other responsibilities assigned by the Board of Directors.