



ROLES - BUILDING BOARDS PROGRAM

ROLES

It is important to clarify the roles and responsibilities of the board as a corporate or collective entity, as well as individual board members' responsibilities.

In general, a **Board Director** is responsible for:

- Present/vote on motions
- Take part in discussions and decisions
- Question information on materials presented
- Participate and offer opinions
- Represent the organization and advocate its mission

The **Chair** of a board is responsible for:

- Running the meetings
- Conduct of the board meetings and of members
- Setting and following the agenda
- Provides leadership and guidance with the ED or managers
- Often the spokesperson for the organization to the public
- Often a signing authority on legal and financial documents

The **Vice Chair** is responsible for:

- Acting as the chairperson in his/her absence
- Serves on the Executive committee
- Keeps informed on key issues and acts as an advisor and consultant to the chair

The **Secretary is responsible for:**

- Takes accurate minutes of board meetings
- Minutes captures the action items (may delegate this, but should review)
- Keeper of board bylaws, policy statement, and correspondence
- Maintains databases and accurate contact info of current board
- The board may make a rotating secretary to split the tasks

The **Treasurer is responsible for:**

- Accounts for and reports on the funds, budget, and expenditures of the organizations
- Often a signing authority on financial documents
- Annual report, which must be provided annually to the board to describe the operations and financial conditions
- Prepares the letter of engagement for the external accountant

The **Ex-Officio is an advisor who brings knowledge of the organization, with no voting rights.**

EXECUTIVE DIRECTOR'S RESPONSIBILITIES

It is the ED's job to:

- Manage day-to-day operations of the organization
- Act as a liaison between board and staff
- Provide support, advice, and guidance to the Board
- Supervise, discipline, hire, evaluate, and terminate staff
- Work closely with the chair and executive committee
- Provide updates and reports to the board on a regular and timely basis
- Provide information and other supports when developing budgets, policy, and strategic direction for the board
- Ensure results