



# First Children's Finance

## Board Officer Job Descriptions

The board **president** or **chair** is a member of the board and serves as the chief elected officer of the organization. Responsibilities include to:

- Provide overall leadership to the board in fulfilling its governance function; Convene and preside over meetings of the board;
- Serve as *ex-officio* member of board committees;
- Partner with the executive director or lead staff person in achieving the organization's mission;
- Optimize relationship between board and staff;
- Provide oversight for annual planning and evaluation of the organization, its executive leadership, and the board itself;
- Keep board members and committees informed about the organization, its activities, and the environment and industry in which it operates;
- Work with other board members and executive director in identifying and orienting new board members; and
- Serve as alternate spokesperson for the organization.

The board **vice-president** or **vice-chair** is a member of the board and typically serves as successor to the board president or chair. Duties of this position include to:

- Perform leadership responsibilities when the chair is not available;
- Carry out special assignments as designated by the board; and
- Work closely with the chair to develop and implement officer transition plans.

The board **secretary** is a member of the board and maintains records of all board actions. Duties include to:

- Take minutes at all board meetings;
- Send out meeting notices, agendas, and copies of prior meeting minutes; and
- Ensure the accuracy and safe-keeping of board records.

The board **treasurer** is a member of the board and provides oversight for the organization's finances. Duties include to:

- Monitor the financial health of the organization in cooperation with the executive director and lead financial staff person;
- Prepare and present monthly financial reports to the board;
- Assist executive director in preparation of annual budget and presentation to the board for approval;
- Manage board action related to fiscal policies and responsibilities; Help develop fundraising plans; and
- Review annual audit and 990.

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