

Board Leadership Roles



Chairperson

- Presides at board meetings
- Creates meeting agendas
- Appoints committees and committee chairs
- Serves as the primary contact for the board
- Sets goals and objectives for the board
- Holds members accountable for attending meetings
- Doubles as the executive director at an all-volunteer organization



Vice-Chair

- Prepares to assume the board chair
- Fulfills board chair duties when presiding officer is absent
- Assists the board chair in executing duties
- Serves on committees to learn board operations



Secretary

- Distributes an agenda and relevant documents before meetings
- Prepares official board meeting minutes
- Assures that documents are filed and accessible
- Schedules board meetings
- Holds members accountable for their tasks

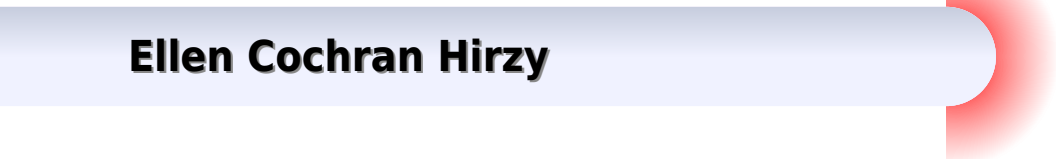


Treasurer

- Reconciles bank accounts and produces financial statements
- Ensures legal forms are filed on time
- Serves as the finance committee chair
- Assists in preparing the annual budget
- Reviews the annual audit and presents it to the board

Nonprofit Board Members Roles

Ellen Cochran Hirzy



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