

# NONPROFIT BOARD POSITIONS



## Board President

- Leading board meetings
- Setting strategic direction
- Acting as a faison between the board and the executive director
- Ensuring board members fulfill their responsibilities



## Vice President

- Assisting the President in their duties
- Leading specific projects or committees
- Preparing to potentially step into the President role



## Secretary

- Taking and distributing meeting minutes
- Maintaining board records
- Ensuring compliance with legal and regulatory requirements



## Treasurer

- Managing the organization's finances
- Preparing financial reports
- Ensuring proper financial controls are in place
- Overseeing budgeting and financial planning



## Board Member

- Attending board meetings
- Participating in committees
- Supporting fundraising efforts
- Advocating for the organization

## **Non Profit Board Member Positions**

Isabelle Engeli, Amy G. Mazur

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