



BOARD CHAIR JOB DESCRIPTION

RESPONSIBILITIES:

- Oversees board meetings.
- Works in partnership with the Chief Executive
- Calls special meetings, if necessary.
- Appoints committee chairs with the Chief executive and recommends who will serve on committees
- Assists Chief Executive in preparing agenda for board meetings
- Assists Chief Executive in conducting new board member orientation
- Oversees searches for a new Chief Executive
- Coordinates Chief Executive's annual performance evaluation
- Works with Marketing and Outreach committee to recruit new members and board members



VICE CHAIR JOB DESCRIPTION

Responsibilities:

- Participate as a vital part of the board leadership.
- Attend all board meetings.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.



BOARD TREASURER JOB DESCRIPTION

Responsibilities

- Attend all board meetings
- Review the monthly financial report, compare expenses with budgets and income, identify potential problem areas, and work with committee chairs, staff and/or board members to correct those problems.
- Assist board members and committee chairs with appropriate financial matters.
- Assist with the development of a balanced budget.
- Prepare and present appropriate reports.
- Answer correspondence related to RMI's financial matters, as appropriate.
- Communicate financial information to RMI board.
- Assist with the process of audits, where needed.
- Work with the organization accountant to develop a long-term financial strategy.
- Work with the auditor and organization in assessing the annual financial condition of the organization.
- Chair the RMI finance committee.



BOARD SECRETARY JOB DESCRIPTION

Responsibilities

- Attend all board meetings
- Ensure that actions of the board are documented
- In advance of meetings, distribute to board members appropriate background information on subjects to be discussed.
- Prepare and provide written minutes to board members in the specified time.
- File the approved minutes and maintain the official list of board members in accordance with procedure.
- Assume responsibilities of the chair in the absence of the board chair, and vice chair.
- Provide notice of meetings of the board and/or special board meetings.



Roles and Responsibilities of Board Member

Responsibilities

- **Protect assets and provide financial oversight.** The board reviews and approves the annual budget and reviews quarterly financial statements.
- **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal, ethical, and regulatory rules.
- **Support and evaluate the CEO.** The board should ensure that the CEO has the moral and professional support he or she needs to further the goals of the organization.
- **Determine mission and purposes.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- **Monitor and strengthen programs and services.** The board is to review which programs are consistent with the organization's mission and monitor their effectiveness.
- **Select and evaluate the CEO.** The Board should reach consensus about the CEO's direction and allow the CEO to manage the organization. The Board will evaluate the CEO based on the direction provided.
- **Ensure adequate financial resources.** Oversight from the Board is to review that money was spent effectively to deliver the program(s) and services of RMI.
- **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.