

# Officer Roles and Responsibilities

**\*Each board must have at least 3 officers - a president, secretary and treasurer**

## President/Chair

- Act as public face and point person for organization.
- Presides at meetings unless the organization has chosen a different system of running meetings. Uses a consistent process, agreed upon in bylaws, to assist the group in decision making.
- Facilitates (not micromanages) and oversees that work of other officers and committees is being fulfilled to ensure mission is being met, recordkeeping is accurate and up-to-date.
- Gather items for agenda, ensuring topics are added that drive mission and are inclusive of other officers/member concerns.

## Vice President/Vice Chair

- Presides over meetings in the President's absence, upholding group's agreed upon voting practices.
- Assists the President/Chair in mutually agreed upon ways (this could include facilitating committee work, assisting in finding volunteers, planning, etc.)
- May serve as President-elect, the designated trainee for the President's position in the following year.

## Secretary/Co-Secretary

- Collect and maintain contact information for all members.
- Notifies officers and membership of upcoming meetings in a timely and agreed-upon fashion.
- May assist the President in sharing an agenda before meetings, too.
- Takes minutes of meetings and disseminates minutes in accordance with the organization's agreed upon methods (online posting, physical posting, etc.)
- Retains organization's non-financial, legal documents (organizational documents, agendas, meeting minutes, membership lists, copies of advertisements for group's events).

## Treasurer/Co-Treasurer

- Manages financial transactions in accordance with board approved budget.
- Applies for the group's EIN number, when necessary.
- Sets up and balances bank accounts on a monthly basis.
- Accurately documents financial transactions (receipts, checks, bank statements).
- Keeps a list of all cash and non-cash donors.
- Provides receipts to cash and non-cash donors per IRS rules.
- Contracts with fundraising companies, carnival equipment dealers, and coaches. Provides clear, full and accurate financial statements on a monthly and annual basis for board/membership.
- Reports use a consistent report format that includes the time frame for the report and beginning/ending balances.
- Shares actual bank statements with the board.
- Ensures insurance premiums for the group are paid in a timely fashion and don't lapse.

## Alternative Officer Positions

Fundraising●Communications●Social Media●Event Coordinator●Volunteer Recruiter