

Sample Position Descriptions for Board Officers and Members

If your organization or team wishes to become an official nonprofit (either through your state, or as a 501(c)(3) with the federal government), you may wish (or be required to) form a board of directors. The descriptions below provide a very rough outline of how some common roles may be delegated among officers and members of your board of directors. The information in this document is intended only as a guide. If you are forming a board of directors, consider speaking with boards of other like-minded organizations to consider other possibilities for board position descriptions.

BOARD PRESIDENT

Key Focus: Fundraising, partnership development

Specific Tasks:

- Work with board to establish annual fundraising goals
- Search for / identify grant opportunities
- Lead organization through partnership development (if necessary);
- Lead state organization through fulfillment of 501(c)(3) status (through task force)
- Set board agenda for monthly meetings
- Facilitate or request facilitation for monthly meetings
- Plan annual board retreat with vice president

VICE PRESIDENT

Specific Tasks:

- Facilitate activities at president's request or in president's absence
- Search for / identify grant opportunities
- As standing committees are formed, VP attends/maintains updates from committee chairs and files reports with the president and the board as needed
- Plays key role in the development and creation of: New board member orientation, policies and procedures manual (provides guidance to board secretary)

TREASURER

Specific Tasks:

- Maintain clear budgetary and accounting records for ORNCC
- Write checks
- Accounts payable
- Account receivable
- Provide designated board member with checkbook and signature card, to provide back up or immediate regional support as needed
- Provide annual budgetary guidelines to state coordinator (promotion budget, event budget, etc.) [IF YOUR ORGANIZATION CHOOSES TO DEVELOP / FILL THIS ROLE]
- Report on organization budget quarterly to board of directors
- Work closely with the state coordinator to ensure proper financial record keeping [IF YOUR ORGANIZATION CHOOSES TO DEVELOP / FILL THIS ROLE]
- Provide approval for all major expenses

SECRETARY

Specific Tasks:

- Maintain up to date records of meeting minutes
- Maintain record of all official board communications
- Create and maintain contact information and biographical profiles of all board officers and board members
- Maintain up-to-date policy and procedures manual

PROMOTION COORDINATOR

Specific Tasks:

- Work with board to establish annual promotion goals and corresponding plan.
- Serve as central point of contact for media related inquiries
- Serve as communications and public relations advisor to board and organization as needed

BOARD MEMBERS

Specific Tasks:

- Recruit, hire and supervise the state coordinator [IF YOUR ORGANIZATION CHOOSES TO DEVELOP/FILL THIS ROLE]
- Create Marshall Rosenberg annual schedule and determine workshop topics (task force)
- Identifying, networking and establishing relationships with other communities, organizations and agencies for promotion, programs, grants, etc.
- Diversity Initiative (Develop outreach plan to diversify NVC community by race, ethnicity, class, ability, gender, sexual orientation, etc.)
- Develop and communicate both short-term (6 mo.–1yr.) goals and strategic long term (3–5yrs) plans for organization. Take part in annual board retreat to determine goals.
- Participate in task forces as needed
- Chair a standing committee if possible