



Job Descriptions for Board of Directors and Officers

BOARD OF DIRECTORS

REQUIREMENTS:

Board members should be prepared to contribute 4 - 6 hours a month. DBBA typically meets the second Wednesday of every month for two hours. In addition, Board members are expected to volunteer for a minimum of two fundraising each year, and are encouraged to serve on one of the standing committees.

BOARD RESPONSIBILITIES:

The board is responsible for voting on financial decisions that impact the DBBA. Collectively, the board makes decisions about the direction of the DBBA and monitors progress on a regular basis. It oversees the work of the Executive Director and staff. The board of directors is also responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a nonprofit organization.

INDIVIDUAL RESPONSIBILITIES:

- To learn about and promote the purpose and activities of the DBBA.
- To attend regular monthly meetings of the board or to notify staff when absence is necessary.
- To actively participate in specific activities or projects promoted by the board which may include:
 - fundraising
 - membership recruitment
 - representation on behalf of the program at meetings and/or events
 - attend trainings and workshops
- To stay informed about the purpose and activities of the DBBA in order to effectively participate in board decisions and fulfilling responsibilities.

OFFICER: BOARD PRESIDENT

TIME REQUIRED:

2-3 hours per month above and beyond that of a regular board member. The president shall be exempt from the requirement of participating on other committees and task groups.

GENERAL DESCRIPTION:

The president assists the executive director in defining priorities and directions based on the published goals of the organization, and board policies. The president acts as a link between the organization and the community, serving to explain the program to the public, helping to involve new people in the program, and rallying support. The president also oversees the organization in a functional way, guiding and facilitating the working relationships within the organization.

MAJOR JOB ELEMENTS:

- Communication
 - with the board
 - with the community
 - with the executive director
- Coordination within the organization so as to facilitate the decision-making process
- Monitoring accountability of the goals of the organization
- Supervising the performance of the executive director

OTHER JOB ELEMENTS:

- Assists the executive director in determining the board meeting agenda
- Chairs board meetings
- Calls special meetings when necessary
- Attends City Council meetings and/or community meetings as necessary
- Task job duties to vice president

REPORTS TO:

The board of directors

AREA OF MAJOR TIME COMMITMENT:

Communication with the board, the community, and the executive director

AREA OF GREATEST EXPECTED IMPACT:

Monitoring accountability

ANTICIPATED RESULTS:

- Active participation by the membership
- Positive image of the organization
- Cohesiveness within the organization

BASIC SKILL AND VALUE REQUIREMENTS:

The president should have:

- Good leadership, team-building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding the DBBA and a willingness to support them
- A realistic understanding of the commitment of time and energy it takes to hold an officer's position

OFFICER: VICE PRESIDENT

TIME REQUIRED:

1-2 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The vice president's role is that of support for the president. He/she shares the presidential responsibilities as delegated by the president, working in whatever capacities the president and vice president deem to be the most beneficial to the organization. The vice president performs the duties of the president when the president is unable to do so.

MAJOR JOB ELEMENTS:

President will notify vice president in writing of job duties on an annual basis; president shall provide a copy of these job duties to the executive director as well.

OTHER JOB ELEMENTS:

Determined each year

REPORTS TO:

The president

BASIC SKILL AND VALUE REQUIREMENT:

The vice-president should have:

- Good leadership, team-building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding the DBBA and a willingness to support them
- A realistic understanding of the commitment of time and energy it takes to hold an officer's position

OFFICER: SECRETARY

TIME REQUIRED:

2-3 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The secretary serves as the primary record keeper of the organization. He/she is responsible for transcribing the minutes at each board meeting and preparing an "official" copy for approval by the board of directors.

MAJOR JOB ELEMENTS:

- Record Keeping
- Transcribes minutes at board meetings
- Prepares an "official" copy of the minutes for the executive director within two weeks after a board meeting.

- Maintains these documents in a form which is at all times accessible to board members and the executive director, and which is carried to board meetings for use as an historical reference of the organization's discussions and actions.

OTHER JOB ELEMENTS:

Determined each year

REPORTS TO:

The board president

AREA OF MAJOR TIME COMMITMENT:

Record keeping

BASIC SKILL AND VALUE REQUIREMENT:

- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles guiding the DBBA a willingness to support them
- A realistic understanding of the commitment of time and energy it takes to hold an officer's position

OFFICER: TREASURER

TIME REQUIRED:

2-4 hours per month above and beyond that of a regular board member

GENERAL DESCRIPTION:

The treasurer is responsible for fiscally monitoring the DBBA. This includes meeting monthly with staff to review the financial records.

MAJOR JOB ELEMENTS:

- Review monthly financials with staff and present to the board at the monthly board meetings.
- Maintain all financial books and records in an auditable format, according to standard accounting practices.

OTHER JOB ELEMENTS:

- Working with staff during annual budget preparation, and chairing any budget committee meetings

REPORTS TO:

The board president

AREA OF MAJOR TIME COMMITMENT:

Reviewing monthly financial statements

AREA OF GREATEST EXPECTED IMPACT:

Keeping the board informed of DBBA's financial status.

ANTICIPATED RESULTS:

- A clear and accurate picture of the organization's financial status
- Financial decisions can be made in a timely and efficient manner

BASIC SKILL AND VALUE REQUIREMENT:

- A good understanding of accounting principles and financial management
- Strong verbal and written communication skills, including good listening skills
- Be flexible and open-minded
- Be sensitive to cultural, religious, and ethnic diversity
- A strong belief in the mission statement and principles the DBBA and a willingness to support them

I have read and understand the requirements of being on the Downtown Bend Business Association Board of Directors.

Name (Print)

Signature