

General Duties of Coordinating Council Officers

1. Regularly attends Council meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization.
8. May serve as a signer for checking accounts and other documents.
9. Functions as a spokesperson for the organization in the community.
10. Familiar with and willing to make decisions with a consensus decision making model.
11. Willing to work with the Council and organization in a manner consistent with the mission, vision and values of the organization.
12. Serves as a member of the Administrative Committee which functions as Executive Committee, Personnel Committee and Council Development Committee.

Council Chair Job Description

In addition to the General Officer Duties Above:

1. Is a member of the Council for at least one year
2. Is a partner with the Executive Director in achieving the organization's mission
3. Provides leadership to the Council, who sets policy and to whom the Executive Director is accountable.
4. Chairs meetings of the Council after developing the agenda with the Executive Director.
5. Encourages Council's role in strategic planning
6. Appoints the chairpersons of committees, in consultation with other Council members.
7. Serves *ex officio* as a member of committees and attends their meetings when invited.
8. Discusses issues confronting the organization with the Executive Director.
9. Helps guide and mediate Council actions with respect to organizational priorities and governance concerns.
10. Reviews with the Executive Director any issues of concern to the Council.
11. Monitors financial planning and financial reports.
12. Plays a leading role in fundraising activities
13. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Council members.
14. Evaluates annually the performance of the organization in achieving its mission.
15. Performs other responsibilities assigned by the Council.

Co-Chair Job Description

In addition to the General Officer Duties Above:

1. Is a member of the Council for at least one year
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Reports to the Council's Chair
4. Works closely with the Chair and Executive Director
5. Participates closely with the Chair to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Council.

Council Secretary Job Description

In addition to the General Officer Duties Above:

1. Is a member of the Council for at least one year
2. Maintains records of the Council and ensures effective management of organization's records
3. Manages minutes of Council meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Council Treasurer Job Description

In addition to the General Officer Duties Above:

1. Is a member of the Council for at least one year
2. Oversees finances of the organization through at least monthly monitoring
3. Reports quarterly or as required to the Council on the financial performance of the organization
4. Provides annual budget to the Council for approval
5. Ensures development and Council review of financial policies and procedures

6. Oversees and attends monthly Finance Committee meetings

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations and consistency between the budget and the organization's plans
- To report to the Council any financial irregularities, concerns, opportunities
- To recommend financial guidelines
- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short and long-term investments