

Job Descriptions of Board Officers

President/Chair of the Board

- Serves as the chief volunteer of the organization.
- Is a partner with the Executive Director in achieving the organization's mission.
- Provides leadership to the Board.
- Chairs meetings of the Board after developing the agenda with the Executive Director.
- Encourages the Board's role in strategic planning.
- Appoints committee chairs, in consultation with other Board members.
- Serves “ex officio” as a member of committees, and attends their meetings when invited.
- Be the primary spokesperson for John Milton Manor Corporation to the media and community at large.
- Serves as a signing authority on behalf of the Board for financial and legal purposes.
- Discusses with the Executive Director issues of concern to the Board or the organization.
- Helps guide and mediate Board actions with respect to organizational priorities and governance.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Formally evaluates the performance of the Executive Director; informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.

Vice President

- Is typically a successor to the President
- Reports to the President.
- Performs President/Chair responsibilities when the President cannot be available.
- Works closely with the President and other staff.
- Participates closely with the President to develop and implement officer transition plans.

Secretary

- Maintains records of the Board and ensures effective management of organization's records.
- Manages minutes of Board meetings.
- Ensures minutes are distributed to members shortly after each meeting.
- Is sufficiently familiar with legal documents (e.g. articles, by-laws, IRS letters) to note their applicability during meetings.

Treasurer

- Manages the finances of the organization.
- Administrates fiscal matters of the organization.
- Provides the annual budget to the Board for approval.
- Ensures development and Board review of financial policies and procedures.

Committee Chair

- Sets the tone for the committee work.
- Ensures that committee members have the information they need to do their jobs.
- Oversees the logistics of committee operations.
- Reports to the President or Vice-President of the Board as designated.
- Reports to the full Board on committee decisions/recommendations.
- Works closely with the Executive Director and other staff as agreed to by the Executive Director.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation.