

Board President Job Description

The President shall be the chief elected officer of the Chapter, shall be a Member of the Executive Committee and shall preside at all meetings of the Members, the Board of Directors and the Executive Committee. Unless otherwise provided in these Bylaws or directed by the Board of Directors, the President, subject to the approval of the Board, shall appoint all committees. The President shall have the authority to represent the Chapter and act in its name in accordance with declared policies of the Chapter and CAI. The President shall communicate to the Members of the Chapter and to the Board of Directors such matters and make suggestions as may tend to promote and further the purposes and objectives of the Chapter and CAI, and the President shall perform such other duties as are necessary or incident to the office of President or as may be assigned by the Board of Directors or required by law. The President shall be responsible for satisfying the directives of the Board of Directors. (Article VII, Section 5 – CAI SOCO Bylaws)

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

President-Elect Job Description

The President-Elect shall perform the duties of the President in their absence or in the event of resignation, removal or inability or refusal to act. The President-Elect, when so acting, shall have all the powers and responsibility of the President. The President-Elect shall also perform such other duties as may be assigned by the President or the Board of Directors or required by law. (Article VII, Section 6 - CAI SOCO Bylaws)

This position is typically successor to the President position. In addition to the responsibilities outlined in the Committee Member job description, this position:

1. Is a member of the Board
2. Performs President responsibilities when the President cannot be available (see President Job Description)
3. Reports to the Board's President
4. Works closely with the President and other staff
5. Participates closely with the President to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

Vice President Job Description

The Vice President shall perform the duties of the President-Elect in the President-Elect's absence or in the event of resignation, removal or inability or refusal to act of the President-Elect. The Vice President, when so acting, shall have all the power and responsibility of the President-Elect. The Vice President shall also perform such other duties as may be assigned by the President or the Board of Directors. The Vice President shall not succeed to the presidency unless so determined by a majority vote of the Board. (Article VII, Section 7 - CAI SOCO Bylaws)

This position is typically successor to the President-Elect position. In addition to the responsibilities outlined in the Committee Member job description, this position:

1. Is a member of the Board
2. Performs President responsibilities when the President-Elect cannot be available (see President Job Description)
3. Reports to the Board's President
4. Works closely with the President and other staff
5. Participates closely with the President to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

Board Secretary Job Description

The duties and authority of the Secretary shall include, but not be limited to, accountability for the accuracy of Board documents such as minutes of all meetings and all notices given in accordance with these Bylaws. (Article VII, Section 9 – CAI SOCO Bylaws)

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board 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

Board Treasurer Job Description

The Treasurer shall be the custodian of Chapter funds and securities, shall oversee the establishment of proper accounting procedures for the handling of the Chapter's funds, shall be the disbursing officer for the Chapter and shall report on the financial condition of the Chapter at all meetings of the Board of Directors and at other times as called upon by the President of the Chapter. The Treasurer shall perform all other duties incident to the office of Treasurer. (Article VII, Section 8 – CAI SOCO Bylaws)

1. Is a member of the Board
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial policies and procedures

Board Member Job Description

1. Regularly attends board 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.