MAINSTREET OF FREMONT

Officer Job Descriptions & Board Responsibilities

President:

- Serves as the primary link between the board of directors and the executive director.
- Acts as a coordinator to facilitate the decision making process.
- Delegates responsibilities.
- Monitors accountability of the organization.
- Supervises executive director's performance.
- Works with the executive director to determine board meeting agenda.
- Chairs board meetings.
- Calls special meetings when necessary.
- Appoints committee chairs with board input.
- Serves as a visible leader of the organization.

Vice President:

- Supports the president and shares responsibilities as delegated by the president.
- Performs presidential duties when the president is unable to do so.
- In some cases, takes a more active role in monitoring committee activities.

Secretary:

- Serves as primary record keeper.
- Transcribes and prepares official board meeting minutes for approval by board and provides them to the executive director.
- Maintains these documents in a format that is accessible by all board members and the executive director and that can be carried to meetings for use as a reference.

Officer Job Descriptions & Board Responsibilities

Treasurer:

- Pays debts and taxes on time.
- Prepares monthly financial reports (should be submitted to the executive director for inclusion with the minutes of the next board meeting).
- Maintains all financial books and records in an auditable format, according to standard accounting practices.
- Provides financial information upon request.
- Works with the Executive Director and outside accounting firm as needed.

Past President:

- Offers guidance to the organization and committees.
- Offers advice, taking into consideration the history of the organization.

Board Member:

- See Board Member Responsibilities & Expectations