

**Sample Job Descriptions
of Office Bearers
2010**

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President / Chairman

- 1) Ensures the effective action of the board in governing and supporting the organisation, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
- 2) Partners with the ED in achieving the organisation's mission.
- 3) Provides leadership to the board in expediting the goals of the organisation.
- 4) Encourages board's role in strategic planning.
- 5) Speaks to the media and the community on behalf of the organisation (as does the ED); represents the agency in the community.
- 6) Chairs meetings of the board after developing agendas in concert with the ED.
- 7) Recommends to the board that committees are to be established and appoint the chairpersons of committees, in consultation with other board members.
- 8) Seeks volunteers for committees and coordinates individual board member assignments. Make sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identify committee recommendations that should be presented to the full board. Determine whether executive committee meetings are necessary and convene the committee accordingly.
- 9) Serves *ex officio* as a member of committees and attend their meetings when invited.
- 10) Establishes search and selection committee (usually acts as chair) for hiring an ED wherever necessary. Convenes board discussions on evaluating the executive director and negotiating compensation and benefits package; conveys information to the executive director.
- 11) Reviews with the ED any issues of concern to the board and discuss issues confronting the organisation.
- 12) Formally evaluates the performance of the ED and informally evaluates the effectiveness of the board members.

- 13) Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.
- 14) Monitors financial planning and financial reports.
- 15) Plays a leading role in fund-raising activities.
- 16) Evaluates annually the performance of the organisation in achieving its mission.
- 17) Performs other responsibilities assigned by the board.

Vice-President / Vice-Chairman

- 1) Acts as the President/Chair in his or her absence; assists the president/chair on the above or other specified duties.
- 2) Reports to the President/Chairman.
- 3) Works closely with the Chair and other staff.
- 4) Participates closely with the Chair to develop and implement officer transition plans.
- 5) Frequently assigned to a special area of responsibility, such as membership, media, annual dinner, facility, or personnel.
- 6) Some organisations choose to make the vice president, explicitly or implicitly, the president-elect.
- 7) Performs other responsibilities as assigned by the Board.

Honorary General Secretary

- 1) Maintains records of the board and ensures effective management of organisation's records.
- 2) Manages minutes of board meetings.
- 3) Ensures minutes are distributed to members shortly after each meeting.
- 4) Is sufficiently familiar with legal documents (constituencies, by-laws, etc.) to note applicability during meetings.

Honorary General Treasurer

- 1) Manages the board's review of, and action related to, the board's financial responsibilities.
- 2) May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
- 3) Ensures that appropriate financial reports are made available to the board. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- 4) Recommends to the board whether the organisation should have an audit. If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees.
- 5) Ensures, through the Finance Committee, sound management and maximisation of cash and investments.