

SMANA BOARD OFFICER JOB DESCRIPTIONS

PRESIDENT

From bylaws “The president shall be the chief executive officer of the corporation. The president shall act as the chair of the board of directors and may delegate such duty to some other director at his/her discretion. The president may sign deeds, contracts, or other instruments of the corporation, except when the signing and execution thereof have been expressly delegated by the board of directors or by these bylaws to some other officer or agent of the corporation or are required by law to be otherwise signed or executed by some other officer or in some other manner.”

1. Presides over the Board meetings encouraging a full and fair discussion of issues while maintaining control of the process.
2. Helps guide and mediate Board actions with respect to organizational priorities.
3. Sets the official meeting schedule making sure to include time in November/December to nominate new Board officers and approve a new budget.
4. Works to keep the Directors on task during meetings so that the Board adjourns within the allotted timeframe.
5. Develops the meeting agenda with Directors input. It should include the following: approval of minutes, committee reports, old business and new business.
6. Emails the agenda to Directors one week before the Board meeting.
7. Chairs the Governance/Internal committee. Follows Committee Procedures.
8. Facilitates the development of yearly strategic plans.
9. Monitors the organization’s financial planning and financial reports.
10. Signs in the name of the organization contracts or other instruments pertaining to the business of the organization, except in those cases in which the authority to sign is required by law to be exercised by another person or is expressly delegated by the bylaws to another officer or agent of the organization.
11. Coordinates with committee chairs to ensure goals are achieved and are consistent with our strategic purpose, vision and values.
12. Supervises any administrative assistants or contractors employed to do work.
13. Serves as a spokesperson when needed.
14. Liaise with key social marketing stakeholders, other social marketing associations, etc.
15. Convenes executive committee meetings.
16. Helps coordinate an annual board retreat.
17. Understands the legal documents of the organization, such as the bylaws and other policies.

Estimated number of hours monthly: 40

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VICE PRESIDENT

From bylaws “In the absence or disability of the president, the vice president shall act as president and shall have all powers and authority of the president except as limited by resolution of the board of directors. The vice president shall have, to the extent authorized by the president or the board of directors, the same powers as the president to sign deeds, contracts, or other instruments. The vice president shall perform such other duties as from time to time may be assigned by the president or the board of directors.”

1. Performs the President’s, Secretary’s or Treasurer’s responsibilities when the others cannot be available.
2. Works closely with the President to develop and implement policies and procedures.
3. Facilitates the development of yearly strategic plans.
4. Chairs a committee, as needed, and follows committee procedures.
5. Oversees the election process including board officer nominations in November and elections in December.
6. Ensures recruitment and orientation of new board members.
7. Helps coordinate an annual board retreat.
8. Serves as a spokesperson when needed.
9. Liaise with key social marketing stakeholders, other social marketing associations, etc.
10. Tracks progress of the strategic plan.
11. Understands the legal documents of the organization, such as the bylaws and other policies.

Estimated number of hours monthly: 20

SMANA BOARD OFFICER JOB DESCRIPTIONS

SECRETARY

From bylaws “It shall be the duty of the secretary to keep written records of the proceedings of the board of directors and, when requested by the president, to sign and execute with the president any deeds, contracts or other instruments in the name of the corporation. The secretary shall ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by law and shall perform such other duties as from time to time may be assigned by the president or the board of directors. The secretary shall maintain or shall cause to be maintained an accurate and current list of all members.”

1. Maintains records for the Board and ensures effective management of the organization’s records.
2. Performs the President’s, Vice-President’s or Treasurer’s responsibilities when others cannot be available.
3. Creates minutes of board meetings to include at least:
 - Date of meeting,
 - List of those present,
 - List of items discussed, and
 - Record of motions presented and description of their disposition.
4. Emails Directors minutes within one week of the meeting.
5. Keeps updated electronic copies for at least the following documents:
 - Board Members/Directors contact information,
 - Bylaws,
 - Conflict of Interest Policy,
 - Committee Descriptions and Procedures, and
 - Annual report.
6. Chairs a committee, as needed, and follows committee procedures.
7. Supports External Affairs Committee activities.
8. Helps coordinate an annual board retreat.
9. Understands the legal documents of the organization, such as the bylaws and other policies.

Estimated number of hours monthly: 10

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TREASURER

From bylaws “The treasurer shall have the care and custody of and be responsible for all funds and investments of the corporation and shall cause to be kept regular books of account. The treasurer shall provide regular reports to the board of directors as to the financial condition of the organization. The treasurer shall cause to be deposited all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the board of directors, and in general shall perform all of the duties incident to the office of treasurer.”

1. Works with the Directors to manage and oversee the organization's budgeting and financial tracking.
2. Performs the President's, Vice-President's or Secretary's responsibilities when the others cannot be available.
3. Reviews monthly bank statements to make sure expenses and payees match records.
4. Ensures development and board review of financial policies and procedures.
5. Drafts budget in November to be voted on in December.
6. Drafts budget changes in June to be voted on in July (if needed).
7. Completes needed annual tax forms.
8. Pays bills and makes deposits.
9. Provides a monthly report regarding income and expenses and the overall financial health of the organization.
10. Keeps electronic copies of:
 - Current Year Annual Budget
 - Monthly Income and Expenses
11. Chairs a committee, as needed, and follows committee procedures.
12. Helps coordinate an annual board retreat.
13. Spearheads the development of revenue-generating activities for organization.
14. Understands the legal documents of the organization, such as the bylaws and other policies.

Estimated number of hours monthly: 10