

President

Assure that the Board fulfills its responsibilities to the organization.

Bylaws Description:

Article IV, Section G. The President shall have executive supervision over the activities of the Society within the scope provided by these by-laws, shall preside at all meetings and report annually on the activities of the Society. The President shall appoint the chairman of standing committees, with the exception of the Old North Church Committee, as well as any special committees. In conjunction with the chairman of a standing committee, the President will designate their primary responsibilities with the approval of the Board of Directors. He/she will actively work with the Executive Board in development of programs and agendas.

Responsibilities:

- Chair meetings of the board and executive committee.
- Call special meetings if necessary.
- Serve as ex officio member of all committees.
- Work in partnership with the executive director to achieve the mission of the organization and make sure board resolutions are carried out.
- Communicate any concerns management has regard to the role of the board or individual board members. Communicate to executive director the concerns of the board and other constituencies.
- Appoint all committee chairs and with the executive director recommend who will serve on committees.
- Assist the executive director in preparing the agenda for board meetings.
- Work with the staff to recruit board members and other needed volunteers.
- Conduct new board member orientations.
- Oversee searches for the executive director. Recommend salary for consideration by the appropriate committee.
- Coordinate periodic board assessment with the staff.
- Periodically consult with board members on their roles helping them assess their performance
- Annually focus the board's attention on assessment of its own structure, role, and relationship to management.

Vice President of the Board

Function

Stand in for the chair if he/she is unavailable.

Bylaws description:

Article IV, Section H. The Vice-president shall assume the duties of the President in case of absence, incapacity or resignation of the President. He/she will actively work with the President in development of programs and agendas for annual and public meetings.

Responsibilities

- Attend board meetings.
- Attend executive committee meetings.
- Carry out special assignments as requested by the board president.
- Understand the responsibilities of the board president and be able to perform these duties in his/her absence.

Secretary of the Board Function

Maintain all board records and ensure their accuracy and safety.

Bylaws Description:

Article IV, Section I. The Secretary shall keep the minutes of the meetings of the Society and of the Executive Board and receive and file minutes of the standing committees and any special committees of the Society.

Responsibilities

- Attend board meetings.
- Attend executive committee meetings.
- Review board minutes.
- Assume responsibilities of the chair in the absence of the board chair and vice chair.
- Provide notice of board meetings and committee meetings when such notice is required.

Treasurer of the Board Function

Serve as financial officer of the organization.

Bylaws Description:

Article IV, Section J. The Treasurer shall be responsible for the safekeeping of the funds of the Society and for maintaining adequate financial records. The Treasurer shall work collaboratively with the Treasurer of the Old North Church Committee and designated individuals from the other standing committees or special committees in handling funds designated for their specific use and approved purposes. With the exception of the Old North Church Committee, the Treasurer shall deposit all monies solicited, unsolicited and fund raised with a reliable banking company in the name of the Society.

Responsibilities

- Attend board meetings.
- Attend executive committee meetings and chair the finance committee.
- Assure that the organization is following appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.
- Assure that accurate financial records for the organization are being kept
- Subject to the direction of the board, endorse for deposit notes, checks, and drafts received by the organization.
- As ordered by the board, disburse organizational funds and issue checks and drafts in the name of the organization.
- Manage, with the finance committee, the board's review of an action related to the board's financial responsibilities.
- Assist the executive director in preparing the annual budget and presenting the budget to the board for approval.
- At specified reporting periods, and upon request, provide the president and the board with an account of transactions by the treasurer and of the financial condition of the organization
- With the executive director, select an independent auditor, review the annual audit, and answer board members' questions about the audit.