

Leadership Roles and Responsibilities

Board President

- Initiate and lead the board and membership meetings, or delegate that role to someone else.
- Plan the expanded board meeting agenda (with the Coalition Coordinator or Executive Committee).
- Help recruit and involve others in serving in workgroups or on task teams.
- Serve as the spokesperson for the organization, or delegate that role.
- Be responsible for the management of the organization (or work closely with the Coalition Coordinator).

Vice President

- Fulfill the responsibilities of the board chair in her or his absence or by request.
- Ensure that there is board training and development and identification of potential new members.

Treasurer

- Manage the board's financial responsibilities.
- Ensure that regular financial reports and updates are given to the board at each meeting.
- Prepare (or assist the Coalition Coordinator) the annual operating budget.
- File or oversee the filing of financial forms for nonprofit organizations with the secretary of state or IRS.

Clerk

- Send out information to board members in advance of the board meeting.
- Write board meeting summary notes with follow-up actions listed and send out notes to board members, or delegate and oversee these tasks.
- Keep a current governance notebook with official papers.
- Communicate with the secretary of state when necessary: for example, to file changes to the articles of incorporation or other documents.