



# National Voluntary Organizations Active in Disaster

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

## National VOAD Board Member Job Description

A board member's principal responsibility is to be legally, fiscally, and morally responsible for the overall activities of the organization. A board member is also expected to fulfill certain duties in the organization's planning, governance, operations, and audits:

### Planning

- Approve the organization's philosophy and review management's performance in achieving it.
- Annually assess the environment and approve the organization's strategy in relation to it.
- Annually review and approve the Institution's plans for funding its strategy.
- Review and approve the Institution's five year financial goals.
- Annually review and approve the Institution's budget.
- Approve major policies.

### Organization

- Elect, monitor, appraise, advise, support, reward, and, when necessary, change management.
- Be assured that management succession is properly being provided.
- Be assured that the status of organizational strength and manpower planning is equal to the requirements of the long range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose a slate of directors to members and fill vacancies as needed.
- Annually approve the Performance Review of the Executive Director and establish his/her compensation based on recommendations of the Personnel Committee and President.
- Determine eligibility for and appoint Board Committees
- Annually review the performance of the Board and take steps to improve its performance.

### Operations

- Review the results achieved by management as compared with the Institution's philosophy, annual and long-range goals, and the performance of similar institutions.
- Be certain that the financial structure of the Institution is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of the Institution, such as capital expenditures and major program and service changes.

### Audit

- Be assured that the Board and its committees are adequately and currently informed—through reports and other methods—of the condition of the organization and its operations.
- Be assured that published reports properly reflect the operating results and financial condition of the organization.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the organization, and is diligently administering and enforcing those policies.
- Review compliance with relevant material laws affecting the organization.

## **Officers' Position Descriptions**

### **President**

As President, assure that the Board of Directors fulfills its responsibilities for the governance of the organization.

- Be a partner to the Executive Director, helping him/her to achieve the mission of the organization.
- Optimize the relationship between the board and staff.

Responsibilities:

- Chair meetings of the Board. See that it functions effectively, interacts with staff optimally, and fulfills all of its duties.
- With the Executive Director develop agendas.
- With the Executive Director recommend composition of the Board Committees. Recommend committee chairs with an eye to future succession.
- Assist the Executive Director in recruiting Board and other talent for whatever volunteer assignments are needed.
- Reflect any concerns management has in regard to the role of the Board of Directors or individual directors. Reflect to the Executive Director the concerns of the Board of Directors and other constituencies.
- Present to the Board an evaluation of the pace, direction, and strength of the organization.
- Prepare a review of the Executive Director and recommend salary for consideration by the appropriate committee.
- Annually focus the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to management. Be assured that the Board is satisfied it has fulfilled all of its responsibilities.
- Act as an additional set of eyes and ears.
- Serve as an alternate spokesperson.
- Fulfill such other assignments as the President and Executive Director agree are appropriate and desirable for the Chair to perform.

### **Vice President**

The Vice President shall preside at meetings of the Members and of the Directors in the absence of the President. The Vice President shall assume the position of President in the event that the President fails to complete his/her term. The Vice President shall also perform such other duties as may be assigned by the President or by the Board of Directors.

### **Secretary**

The Secretary shall be the custodian of the corporate records and of the seal of the Corporation. He/she will ensure that minutes are recorded for all meetings of the Board of Directors and of the Membership of the Corporation. He/she shall perform the duties incident to the office of the Secretary and such other duties from time to time may be assigned to him/her by the President or by the Board of Directors.

### **Treasurer**

The treasurer shall have charge, be responsible for, and insure appropriate custody of all funds and securities of the corporation. He/she shall perform the duties incident to the office of the

Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Responsibilities:

- Maintain knowledge of the organization and personal commitment to its goals and objectives  
Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee.  
Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval.
- Review the annual audit and answers board members' questions about the audit.