

Board Positions and Types of Committees

Board Positions and their key responsibilities

1. Chairperson
 - Scheduling board meetings.
 - Setting meeting agendas (with the chief executive).
 - Leading discussions at meetings.
 - Coordinating any board activity outside of meetings.
 - Appointing committee chairs and, time permitting, serving ex officio on all committees.
 - Overseeing the hiring and performance evaluation of the chief executive.
 - Ensuring the board performs its job well and evaluates its own performance.
 - Representing the organization in public
2. Vice President or Vice Chairperson
 - Assumes the responsibilities of the president in the president's absence.
3. Secretary
 - Prepares, maintains and distributes the board's records, such as the minutes, agendas, correspondence and contracts.
4. Treasurer
 - Oversees the organization's finances. If your organization does not have staff performing the day-to-day financial record keeping, this becomes the treasurer's job.
 - If your organization employs a bookkeeper or financial manager, then the treasurer's role is one of ensuring the overall financial accountability of the organization.
 - The treasurer usually chairs the finance committee and oversees the annual audit. Often the secretary and treasurer roles are combined into one position.

Some eligibility criteria for a potential board member

- Committed to the vision and mission of the organisation.
- Able to commit to fulfilling responsibilities of the board, ie attending meetings, being part of committee, fundraising etc
- Able to commit to the length of the board member's term.
Write job descriptions based on these eligibility criteria

Types of committees

- Standing committees
- Ad hoc committees
- Advisory committees
- Executive Committee
- Nominating Committee
- Board Development Committee
- Audit Committee
- Finance Committee
- Fundraising Committee
- Personnel Committee
- Program Committee
- Public Relations Committee

Role of committees

- Much of the work board accomplishes is likely carried out by its committees
- Committees are generally formed around a particular function of the board or organization