

# **IMIA Board Job Descriptions**

## **Board President Job Description**

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization (*nonprofit only*).
3. Partners with the Executive Director in achieving the organization's mission.
4. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
5. Chairs meetings of the Board after developing the agenda with the Executive Committee.
6. Encourages Board's role in strategic planning.
7. Appoints the Chairpersons of Divisions, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when invited.
9. Discusses issues confronting the organization.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities (*nonprofit only*)
14. Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

## **Board Vice President Job Description**

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board and a member of the Executive Committee
2. Performs President responsibilities when President is not available (see President Job Description)
3. Reports to the Board's President.
4. Works closely with the President and other staff on operations of organization.
5. Participates closely with the President to develop and implement officer transition plans.
6. Performs other responsibilities as assigned by the Board.

## **Board Secretary Job Description**

*The following description was adapted from materials from the National Center for Nonprofit Boards.*

1. Is a member of the Board and is a member of the Executive Committee
2. Maintains records of the board and ensures effective management of organization's records.
3. Publishes and manages minutes of board meetings, and ensures minutes are distributed to members shortly after each meeting.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

## **Board Treasurer Job Description**

*The following description was adapted from materials from the National Center for Nonprofit Boards.*

1. Is a member of the Board and is a member of the Executive Committee.
2. Manages finances of the organization.
3. Administrates fiscal matters of the organization, working closely with organization's bookkeeper.
4. Provides periodic reports to the board and annual budget to the board for approval.
5. Ensures development and board review of financial policies and procedures.

## **Board Member Job Description**

*The following description was adapted from materials from BoardSource.*

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in board and committee work.
3. Volunteers for and willingly accepts assignments and completes them on time.
4. Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other board and members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the board's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (*nonprofit only*).