

Below are overviews of the responsibilities and time commitments for each board position. (These positions are in addition to the ["Director" role](#) for all Board Members.) Please note that serving in one of these positions would cover the demands of participating in a board committee as outlined in the [Board Commitment Form](#).

BOARD CHAIR POSITIONS

Board President (Executive Committee Chair)

- The President shall be the chief executive officer of the Corporation and unless there shall be a Chairman of the Board or, if there be one, in the event of their death, resignation, absence or inability, shall preside at all meetings of the Board of Directors. They shall have final authority, subject to the control of the Board of Directors, over the general policy and business of the Corporation and shall have the general control and management of the business and affairs of the Corporation. The President shall have the power, subject to the control of the Board of Directors, to appoint or discharge and to prescribe the duties and to fix the compensation of such agents and employees of the Corporation as they may deem necessary. They shall make and sign bonds, mortgages and other contracts and agreements in the name of and on behalf of the Corporation, except when they or the Board of Directors, by resolution, instructs the same to be done by some other officer or agent. They shall see that all orders and resolutions of the Board of Directors are carried into effect and shall perform all other duties as necessary or appropriate to his office; subject, however, to their right and the right of the Directors to delegate any specific powers to any other officer or officers of the Corporation.
- ie. Help plan and lead board meetings, lead the [Executive Committee](#), regularly review the Strategic Plan, co-sign with ED/Finance Chair on banking/contracts, help with short and long term planning for board development and growth, meet regularly with the ED to support and advise ("co-pilot" of organization), facilitate the ED performance reviews, participate in [executive committee](#) as needed, plan pipelining for long-term fulfillment of board positions
- Average 2-3 extra hours per month above [regular board meetings and duties](#) (which average 1-3 hours per month)

Board Vice President (can be combined with other chair positions)

- Each Vice President shall have such title and powers and perform such duties as may be assigned to them from time to time by the President or the Board of Directors. In case of the absence or inability to act of the President, the duties of their office shall, unless otherwise specified by the Bylaws, be performed by the Vice Presidents in the order of seniority or priority established by the Board or by the President, unless and until the Board shall otherwise direct and, when so acting, the duly authorized Vice President shall have all the powers of and be subject to the restrictions upon the President.

- ie. Attend regular board meetings and participate in regular board responsibilities, participate in any [executive committee meetings](#) that may be called, and preparing for board president role as a goal
- Average 5 extra hours per year above [regular board meetings and duties](#) (which average 1-3 hours per month)

Treasurer (Finance Committee Chair)

- The Treasurer shall have the custody of the corporate funds and securities, except as otherwise provided by the Board and shall cause to be kept full and accurate accounts of receipts and disbursements in the books belonging to the Corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. They shall disburse funds of the Corporation as may be ordered by the Board. The books kept by the Treasurer shall at all times be open to the inspection of any member of the Corporation. The Treasurer shall render such statements of their accounts to the Board of Directors and President as they may require and they shall make a full report at each annual meeting of the Board of Directors. They may be required to give bond for the faithful discharge of their duties in such form as the Board of Directors may require, the expense of such bond to be paid by the Corporation.
- Approximately 1 hour per month [Finance Committee](#) meetings, scheduling finance meetings with ED and finance committee, keep finance committee meeting notes and add to appropriate file, review audits/reviews and 990 submissions, advice and approve budgets and financial decisions, be authorized signer and banking documents
- Average 2-3 extra hours per month above [regular board meetings and duties](#) (which average 1-3 hours per month)

Secretary

- The Secretary shall maintain Minutes of all meetings of the Board of Directors and shall keep a record of all votes at such meetings. The Secretary shall give or see to the giving of notice of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by the Board of Directors or the President.
- ie. take minutes at meetings and add them to the appropriate folder, work with ED to send out reminders of meetings and agendas, participate in [executive committee](#) as needed
- Estimated 15-30 minutes per month above and beyond [regular board meetings and duties](#) (which average 1-3 hours per month)

BOARD COMMITTEE LEAD POSITIONS (outside of otherwise specified board chair positions)

Governance Chair (Can be combined with other board chair position)

- The [Governance Committee](#) Chair's primary responsibilities include [recruitment and pipelining](#) for the board positions, and reviewing organizational by-laws. They are responsible for knowing when term limits are ending, preparing ahead of time for chair



Affinity Mentoring Board of Directors Position Overviews

position transitions, ensuring that the board is engaging in regular recruitment activities (alongside the ED), and keep pace with the recruitment plan.

- Average 2 extra hours per month above [regular board meetings and duties](#) (which average 1-3 hours per month)