

Position Descriptions – ASERL Board of Directors

Approved October 2014



BOARD PRESIDENT

1. The President is the Chief Volunteer Officer of the Association; he or she is a partner with the Executive Director in achieving the organization's mission.
2. The President is a member of the Board and provides leadership to it, and encourages Board's role in strategic planning. The Board of Directors sets ASERL's organizational priorities and policies, and to which the Executive Director is accountable.
3. The President chairs Board meetings after developing the agenda with the Executive Director,
4. In consultation with other Board members, the President appoints the chairpersons of committees, and may serve *ex officio* as a member of committees and attends their meetings when invited.
5. The President discusses issues confronting the organization with the Executive Director and monitors financial planning and financial reports.
6. The President leads the Executive Director's annual performance evaluation and informally evaluates the performance of the organization in achieving its mission.
7. The President plays a leading role in any fundraising activities and may be asked to perform other responsibilities by the Board.

PRESIDENT-ELECT

1. The President-Elect is a member of the Board, and performs the President's responsibilities when the President cannot be available (see Chair Job Description).
2. The President-Elect reports to the President, and works closely with the Chair to develop and implement officer transition plans.
3. The President-Elect leads the annual review of the organization's Strategic Directions.
4. The President-Elect participates in fundraising for the organization and performs other responsibilities as assigned by the Board..

SECRETARY-TREASURER

1. ASERL's Secretary-Treasurer is a member of the Board and works closely with the Executive Director to ensure the organization's financial well-being.
2. The Secretary-Treasurer provides an annual budget to the Board for approval, and ensures development and Board review of financial policies and procedures.
3. The Secretary-Treasurer ensures meeting minutes are distributed to members promptly after each meeting, and is responsible for ensuring that official records are properly managed.
4. The Secretary-Treasurer is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
5. The Secretary-Treasurer participates in fundraising for the organization and performs other responsibilities as assigned by the Board.

BOARD MEMBERS AT-LARGE

1. Each Member At-Large regularly attends Board meetings and makes serious commitment to participate actively in committee work.
2. Each Member At-Large volunteers for and willingly accepts assignments and completes them thoroughly and on time.
3. Each Member At-Large stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
4. Each Member At-Large gets to know other committee members and builds a collegial working relationship that contributes to consensus.
5. Each Member At-Large is an active participant in the committee's annual evaluation and planning efforts.
6. Each Member At-Large participates in fundraising for the organization and performs other responsibilities as assigned by the Board.