

## **La Casa Inc. – Board Officers Responsibilities**

### **Board Chair:**

The Chair is responsible for:

- Leading the monthly and annual board meetings
- Leading the Executive committee meetings
- Assisting the Executive Director in developing board meeting agendas
- Serving as the liaison between the board and Executive Director
- Ensuring the board acts in accordance with its board governance policies
- Ensuring that the board is aware of organizational polices and follows those in its decision making
- Being an ambassador of the organization in the community

### **Vice Chair:**

The Vice Chair's duties include:

- Attending all board meetings
- Understand the Chair's responsibilities and being able to perform those duties in the Chair's absence
- Serving on the Executive Committee
- Being an ambassador of the organization in the community

### **Secretary:**

The Secretary's duties include:

- Attending all board meetings
- Documenting board decisions and maintaining records of all agency governance information
- Recording the minutes of all board meetings and ensuring their distribution to the full board in a timely manner
- Serving on the Executive Committee
- Maintaining important documents including: articles of incorporation, IRS Letter of Determination (tax-exempt approval), Bylaws, audits, budget, board policies, and meeting minutes
- Writing correspondence for the board/shares this responsibility with the chair
- Being an ambassador of the organization in the community

**Treasurer:**

The Treasurer's duties include:

- Attending all board meetings
- Working closely with the Executive Director and finance staff to ensure that appropriate financial reports are made available to the board on a regular basis in a timely manner
- Overseeing the agency's financial reports and audit and ensuring the full board has access to this information.
- Reporting on finances to the board at the regular board meetings and responds to the questions board members pose
- Serving on the Finance Committee and develops recommendations of financial policies for the board to review
- Assisting with presentation of the proposed annual budget to the board for review and approval.
- Being an ambassador of the organization in the community