



## Phoenix Indian Center, Inc.

### Descriptions of Duties Members of Boards of Directors

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#### Board Member Description of Duties

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

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization
3. Is a partner with the Chief Executive Officer in achieving the organization's mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive Officer is accountable
5. Presides over meetings of the Board and Executive Committee after developing the agenda with the Chief Executive Officer
6. Encourages Board's role in strategic planning
7. Appoints the chair of committees, 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 with the Chief Executive Officer and informs the full board
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
11. Reviews with the Chief Executive Officer any issues of concern to the Board
12. Plays a leading role in fundraising activities
13. Formally evaluates the performance of the Chief Executive Officer and informally evaluates the effectiveness of the Board members
14. Evaluates annually the performance of the organization in achieving its mission

15. Performs other responsibilities assigned by the Board
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### **Past President Description of Duties**

After moving from the President position, the Past President moves here for one year and in addition to the responsibilities outlined in the Committee Member Description of Duties, this position:

1. Is a member of the Board
  2. Performs President responsibilities when the President cannot be available (see President Description of Duties)
  3. Reports to the Board's President
  4. Works closely with the President and other staff
  5. Participates closely with the President to develop and implement officer transition plans
  6. Serves as chair of the Board Development Committee
  7. Performs other responsibilities as assigned by the Board.
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### **President Elect Description of Duties**

This position is a successor to the President position and serves in a trainee position for one year before taking the President position. In addition to the responsibilities outlined in the Committee Member Description of Duties, this position:

1. Is a member of the Board
  2. Serves as Chair of the Marketing Committee
  3. Works closely with the Board President and reports to the Board's President
  4. Performs other responsibilities as assigned by the Board.
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### **Board Secretary Description of Duties**

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings
4. Serves as Chair of the Outdated Processes Committee
5. Ensures minutes are distributed to members shortly after each meeting
6. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings



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### **Board Treasurer Description of Duties**

1. Is a member of the Board
2. Manages finances of the organization with the Chief Financial Officer
3. Administrates fiscal matters of the organization after consultation with the Chief Financial Officer and Chief Executive Officer
4. Serves as Chair of the Finance Committee
5. Provides annual budget to the board for members' approval
6. Ensures development and board review of financial policies and procedures

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### **Committee Chair Job Description**

1. Is a member of the Board
  2. Sets tone for the committee work by scheduling the meeting, setting agenda and submission of minutes of each meeting
  3. Ensures that members have the information needed to do their jobs
  4. Oversees the logistics of committee's operations
  5. Reports to the Board's President
  6. Reports to the full Board on committee's decisions/recommendations
  7. Works closely with the Chief Executive Officer and other staff as agreed to by the Chief Executive Officer
  8. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes. Makes final decisions for committee work and does not bring work into full Board meetings
  9. Initiates and leads the committee's annual evaluation
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