

**Community Action Partnership of Mid-Nebraska
Job Description**

Program: Board of Directors
Job Title: **President**

Function: To assure that the Board of Directors fulfills its responsibilities for the governance of Community Action Partnership of Mid-Nebraska; to be a partner to the Executive Director, helping him/her achieve the mission of the agency; and to optimize the relationship between the board and management.

Duties

- Is a member of the Board of Directors
- Is the principal executive officer of Community Action Partnership of Mid-Nebraska
- Preside over meetings of the Board of Directors
- May sign, with secretary, with treasurer, or with such other designee of the agency authorized by the Board of Directors all legal documents and/or other instruments which the Board of Directors have authorized to be executed
- Guide and mediate Board actions with respect to organizational priorities and governance concerns
- Communicate with the media and community on behalf of the agency; represents the agency in the community
- Convene Board discussions on evaluating the Executive Director and negotiation compensation and benefits package; conveys information to Executive Director
- Monitor financial planning and financial reports
- Adheres to the Community Action Partnership of Mid-Nebraska's Community Action Code of Ethics
- Perform all duties incident to the office of President, and such other duties as may be prescribed by the Board of Directors from time to time.

General Information:

The standards contained in this job description are intended to describe the general nature and levels of work performed by the Board member and are not to be construed as an exhaustive list of responsibilities and duties required. Each member may perform other duties as assigned. Furthermore, this document does not establish a contract between the Board of Directors and the agency.

Board Member Signature

Date

**Community Action Partnership of Mid-Nebraska
Job Description**

Program: Board of Directors
Job Title: Vice-President

Function: To assist the president with specified duties and to act as the president in his or her absence.

Duties

- Is a member of the Board of Directors
- Performs President responsibilities when the President is not available
- Reports to Board's President
- Works closely with the President and other staff of the agency
- Participates closely with the President to develop and implement officer transition plans
- Acts as the President in his or her absence.
- Adheres to the Community Action Partnership of Mid-Nebraska's Community Action Code of Ethics.
- Performs other duties as prescribed by the Board.

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**Community Action Partnership of Mid-Nebraska
Job Description**

Program: Board of Directors
Job Title: **Treasurer**

Function: To manage the Board's review of, and action related to, the Board's financial responsibilities, to ensure that appropriate financial reports are made available to the board, and regularly reports to the Board on key financial events, trends, concerns, and assessment of fiscal health. The Treasurer may work directly with the Fiscal Department of the agency in meeting these functions and accomplishing the duties listed below.

Duties

- Is a member of the Board of Directors
- Ensures administration of fiscal matters of the agency
- Ensures provision of annual budget to the Board for members' approval
- Ensures development and Board review of financial policies and procedures
- Manages the Board's review of, and action related to, the board's financial responsibilities.
- Adheres to the Community Action Partnership of Mid-Nebraska's Community Action Code of Ethics
- Perform other duties as prescribed by the Board.

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Board Member Signature

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**Community Action Partnership of Mid-Nebraska
Job Description**

Program: Board of Directors
Job Title: **Secretary**

Function: To maintain records and keep minutes of all board meetings.

Duties

- Is a member of the Board of Directors
- Works with administrative staff to maintain records of the Board.
- Ensures effective management of agency's records
- Works with administrative staff to manage the minutes of board meetings
- Ensures minutes are distributed to board members
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
- Adheres to the Community Action Partnership of Mid-Nebraska's Community Action Code of Ethics
- Perform other duties as prescribed by the Board.

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Board Member Signature

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**Community Action Partnership of Mid-Nebraska
Job Description**

Program: Board of Directors
Job Title: Member

Function: To provide governance to the organization, represent it to the community, and accept the ultimate legal authority for it.

Duties

- Regularly attends Board of Director meetings and important related meetings
- Approves major policies
- Annually reviews and approves the agency's budget
- Approves appropriate compensation and benefit policies and practices
- Annually approve the Performance Review of the Executive Director and establish his/her compensation based on recommendations of the President of the Board.
- Determine eligibility for and appoint Board committees in response to recommendations of the Nominating Committee
- Approve major actions of the agency, such as capital expenditures and major program and service changes
- Review and ensure that the financial structure of the agency is adequate for its current needs and long range strategy.
- Stays informed about committee matters and reviews and comments on minutes and reports
- Participates in the committee's annual evaluation and planning efforts
- Participates in fund raising for the agency
- Adheres to the Community Action Partnership of Mid-Nebraska's Community Action Code of Ethics
- Performs such other duties and responsibilities that the Board determines necessary to advance the mission of the agency.

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Board Member Signature

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