

Board Officer Responsibilities

Burlington Area Homeless Shelter

Board

President

- Lead monthly board meeting
 - Schedule training presenter
 - Set and prepare location
 - Make agenda and email to the board one week prior to the meeting
 - Send an email reminder of the upcoming monthly meeting
- Be a part of executive board in additional meetings as needed for oversight of the Executive Director (ED) and smooth operation of the shelter
- Take point on communicating and supporting the ED
 - Quarterly meet with shelter staff
 - Invite exec board and/or other board members to join in meeting with them
 - Update the full board on synopsis of the staff meetings
 - Follow up from staff meetings on any issues with ED
 - Meet with ED regularly (roughly monthly) to go over
 - Questions, provide direction, support, priorities, staffing issues, client issues, house issues, planning
- Support at United Way or other meetings as able
- Lead on yearly ED evaluation by board
 - Feb 2023 Google forms with job duties
- Communicate with board members (updates and emails)
- Website updates - Support Coordinator and Clayton Davis as of 3.30.23 have access to do this
- Facebook updates - ED, Support Coordinator, Beth Fleming, Theresa Reckling can also
- Know personnel & other policies in and out
 - Review policies and procedures and spearhead change if needed
- Lead in strategic plan development if desired by the Board
- Assist in fundraising efforts
 - Coordinate fundraiser elements to make sure everything is covered
- Review grants and take them to the board for approval
- Accept board resignations
- Coordinate new board member potentials/positions with openings
 - Reach out to potential new board members, or okay contact to move forward
 - Let them know visit shelter & with ED, then guest at board meeting, then if I interested still at next board meeting put on agenda to become a member
- Do board member orientations
- Keep an extra set of shelter keys
- Sign checks biweekly
 - Review receipts
 - Review payroll summary
- See Bylaws and Accounting Policies
 - Approve purchases in writing for those between \$500-999.
 - Take purchases over \$1,000 to the board
- Run annual meeting
- Keep board member contact list updated – could be delegated to ED
- Review grant applications and take to the board for approval
- Oversee production of annual report (January)
- Email past board members to update on shelter, ask for donations – Support Coordinator e-newsletter?

Vice President

- Sign checks as needed
- Backup for taking minutes at the meeting if the secretary is gone
- Run meetings if president is gone
- Be a part of executive board in additional meetings as needed for oversight of the ED and smooth operation of the shelter
- See bylaws

Secretary

- Maintain confidential file
- Take monthly board minutes and send to board
- Sign checks as needed
- Be a part of executive board in additional meetings as needed for oversight of the ED and smooth operation of the shelter
- See bylaws

Treasurer

- See accounting policy manual for several duties
- Present monthly statements/Treasurer's Report to board at the monthly meeting
- Overview, comment on issues or mis-documentation
- Make financial recommendations
- Assist in developing yearly budget
- Lead in Annual United Way budget development and presentation
- Present annual financial report at August meeting
- Be a part of executive board in additional meetings as needed for oversight of the ED and smooth operation of the shelter
- Review 990 annually with tax preparer/FMA/accounting firm
 - Present to the board
- Discuss raises with ED and make a recommendation/options to the board
- See bylaws