

Aitkin County CARE, Inc.
BOARD JOB DESCRIPTION & RESPONSIBILITIES

Chair of the Board

- Serve as Chairperson of the Executive Committee
- Preside at all meetings of the Board of Directors
- Ensure all orders and resolutions of the Board of Directors are carried into effect
- Maintain the responsibilities for the governance of Aitkin County CARE, Inc.
- Encourage active participation by all board members
- Play a lead role in fundraising activities
- Provide leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable
- Assist Executive Director in a new board member orientation
- Participate in Executive Director's annual performance evaluation
- Perform other duties prescribed by the board.
- Appoint annual nominating committee

Vice-Chair of the Board

- In the event of absence or disability of the Chair of the Board, the Vice-chair of the Board will assume the Chair of the Board's powers and duties in a manner and order designated by the Board of Directors
- Participate as a vital part of board leadership.

Board Secretary

- Ensure that the names of all members of the Board of Directors in attendance are recorded at all regular and special meetings for the purpose of establishing a quorum
- Ensure that the minutes of all of the proceedings of the Board of Directors are recorded and permanently filed with the Corporation's records, ensuring their accuracy and safety
- Ensure that proper notice of all regular and special meetings of the Board of Directors is given, as required
- Assume responsibilities of the Chair of the board in the absence of the Chair of the Board and Vice-chair of the Board
- Become sufficiently familiar with legal documents to note applicability during meetings (Articles, Bylaws, etc.)

Board Treasurer

- Understand financial accounting for nonprofit organization
- Oversee finances of Aitkin County CARE, Inc. by reviewing monthly financial statements and annual audits as required by the Board of Directors and keep Board of Directors apprised of the organization's financial standing.
- Review annual budget set by the Executive Director
- Ensure the development and board review of financial policies and procedures
- Perform other duties prescribed by the board.