

## Annual General Meeting – Board Responsibilities

### BASIC RESPONSIBILITIES OF NON-PROFIT BOARDS

1. Determine the organization's mission and purpose

A statement of mission and purposes articulates the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

2. Ensure effective organizational planning

As stewards of an organization, boards must actively participate in an overall planning process and assist in implementing the plan's goals.

3. Ensure adequate resources

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership to raise funds to cover expenses.

4. Manage resources effectively

The board, in order to remain accountable to its members, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

5. Determine and monitor the organization's projects and services

The board's role in this area is to determine which projects are the most consistent with an organization's mission, and to monitor their effectiveness.

6. Enhance the organization's public image

An organization's primary link to the community, including members, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to members and the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

7. Assess its own performance

By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.

## **Annual General Meeting – Board Responsibilities**

### **INDIVIDUAL BOARD MEMBER RESPONSIBILITIES:**

1. Attend all board and committee meetings and functions, such as special events.
2. Be informed about the organization's mission, services, policies, and programs.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Serve on project committees and offer to take on special assignments.
5. Inform others about the organization and support the membership campaign.
6. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
7. Keep up-to-date on developments in the organization's field.
8. Follow and abide by conflict of interest and confidentiality policies.
9. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's periodic and annual financial statements.
10. Serve a full calendar year term.

### **IRISH NETWORKING SOCIETY BOARD POSITIONS – CALENDAR YEAR 2001:**

1. President
2. Secretary
3. Treasurer
4. Public Relations Officer
5. Membership Officer
6. Meeting Coordinator
7. Social Secretary
8. Legal Counsel

## Annual General Meeting – Board Responsibilities

### DESCRIPTION OF INDIVIDUAL DUTIES AND RESPONSIBILITIES:

#### **President**

- Supervise the affairs of the INS, and ensure all board resolutions are carried out.
- Motivate and lead the INS Committee, and periodically consult them on their roles and help them assess their own performance.
- Conduct new board member orientation.
- Foster new contacts and relationships with other groups and businesses.
- Spokesperson for the Society.
- Manages INS voicemail system.
- Strategic planning.
- Appoint sub-committee/recruit volunteers to accomplish tasks and projects.

#### **Secretary**

- Manages correspondence for the society and maintains all legal and official records.
- Draft, circulate, and archive board and all committee minutes.
- Respond to requests for information from third parties.
- Coordinate preparation of Annual Report.
- Organize committee meetings.
- Coordinate membership renewals with Membership Officer and Treasurer.

#### **Treasurer**

- Must have thorough understanding of financial accounting for nonprofit organizations
- Maintain society financial affairs and accounts.
- Prepare monthly income & expense report, balance sheet, summary of disbursements.
- Install proper accounting controls and auditing procedures.
- Ensure all payments and subscriptions are paid on time.
- Coordinate membership renewals with Secretary and Membership Officer.
- With Legal Counsel, prepare state and federal filing requirements on time.

#### **Meeting Coordinator**

- Coordinate Guest Speaker Series – assist in selection of speaker and topic.
- Responsible for event planning of monthly meetings (venue, audio visual needs, welcome desk, refreshments, etc.)
- Manage the society's monthly meeting budget - account for door receipts and payment for facility.
- Appoint sub-committee/recruit volunteers to accomplish tasks and projects.

## **Annual General Meeting – Board Responsibilities**

### **Public Relations Officer (PRO)**

- Plan and execute marketing and advertising strategy.
- Responsibility for publishing, printing and mailing of flyers, postcards, and newsletters.
- Write press releases and submit information about upcoming activities to all relevant news media, and an account of each monthly meeting for publication in newsletter and website.
- Communicate with other organizations to promote the INS.
- Communicate with members about meetings and upcoming events.
- Nurture existing and establish regular columns/articles in relevant publications.
- Manage the society's public relations and advertising annual budget.
- Appoint sub-committee/recruit volunteers to accomplish tasks and projects.
- Web administrator and newsletter editor, appointed by the Committee, will report to the PRO.

### **Membership Officer**

- Plan and execute strategy to attract individual and corporate members.
- Maintain Microsoft Access membership database, and provide regular reports to the board.
- Coordinate production of an annual INS Member's Directory.
- Coordinate membership renewals with Secretary and Treasurer.
- Through a keen knowledge of the society's database, act as a facilitator to members networking needs, and help new members grow familiar with others in the society. Responsible for promoting networking between members.
- Solicit regular feedback from members.
- Appoint sub-committee/recruit volunteers to accomplish tasks and projects.

### **Social Secretary**

- Plans and arranges social and charitable functions throughout the year.
- Coordinate the society's fundraising activities.
- Appoint sub-committee/recruit volunteers to accomplish tasks and projects.

### **Legal Counsel**

- Advise society on all legal issues.
- Approve contracts and agreements (written or oral) entered into by the Society.
- Draft and implement governing policies, such as conflict-of-interest.
- Organize registration of society as a 501(c)(3) non-profit organization.
- Meet all state and federal filing requirements on time.
- Act as facilitator at Annual General Meeting.