

MEF Board Member and Officer Responsibilities

Duties of all Board members: Members of the MEF Board are responsible for:

- determining the mission and purposes of the MEF;
- strategic and organizational planning;
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the MEF's programs and services
- enhancing the organization's public image
- assessing the performance of the MEF Board
- knowing the MEF's mission, policies, programs, and needs
- faithfully reading and understanding the MEF's financial statements
- serving as active advocates and ambassadors for MEF and engaging in identifying and securing the financial resources and partnerships necessary for MEF to advance its mission
- leveraging connections, networks, and resources to develop collective action to fully achieve the organization's mission
- giving a meaningful personal financial donation
- helping to identify personal connections that can benefit MEF's fundraising and reputational standing
- preparing for, attending, and conscientiously participating in board meetings
- participating fully in one or more committees
- following the organization's bylaws, policies, and board resolutions
- signing an annual conflict-of-interest disclosure and updating it if necessary, as well as disclosing potential conflicts before meetings and actual conflicts during meetings
- maintaining confidentiality about all internal matters of the organization
- planning and conducting at least one fundraising event per year (each board member).

(Duties adapted from: Board Source, 2017. Expectations of the Board as a Whole. Accessed 1/14/2017 at <https://boardsource.org/resources/board-member-job-description/>)

Chairperson: The chairperson shall convene regularly scheduled board meetings, preside or arrange for other members of the board to preside at each meeting in the following order: secretary and treasurer. Additional duties are listed below.

- Oversee board meetings
- Serve as ex-officio member of all committees
- Call special meetings as necessary
- Prepare agenda for board meetings
- Conduct new board member orientation
- Work with the nominating committee to recruit new board members
- Act as a spokesperson for the organization
- Consult with board members on their roles and help them assess their performance

Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings

- Maintain all board records and ensure their accuracy and safety
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Treasurer: The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public. Additional duties are as follows.

- Understand financial accounting for nonprofit organizations
- Serve as financial officer of the organization and as chairperson of the finance committee
- Manage, with the finance committee, the board's review and action related to the board's financial responsibilities
- Ensure that appropriate financial reports are made available to the board on a timely basis
- Preparing the annual budget and present the budget to the board for approval
- Review the annual audit, as required by law, and answer board members' questions about the audit
- Assume responsibilities of the chair in the absence of the board chair and secretary

Officer duties adapted from: Minnesota Council of Nonprofits, 2017. Sample Job Description for Board Officers. Accessed Jan. 14, 2017 at http://www.minnesotanonprofits.org/nonprofit-resources/templates-samples/Sample_Job_Description_for_Board_Officers.docx)