

Policy Statement of Roles and Responsibilities of the Association's Volunteer Leadership - Board Chair and the Association's Professional Staff - CEO and staff

Chief Volunteer (Board Chair) — Provides Board leadership in expediting the goals of the organization

- Serves as member of the Board and fulfills the expectations of Board members.
- Presides at all Board, Executive Committee, and membership meetings.
- Appoints Board committees in concert with CEO.
- Is ex-officio member of all Board committees and provides guidance to those committees when necessary.
- Is wholly focused on the mission of organization.
- Acts as spokesperson for the Board.
- Serves as advocate and role model for volunteers of the organization.
- Is senior partner with CEO in seeking fulfillment of the Association's mission.
- In concert with CEO, sets agenda for Board and EC meetings and facilitates the work of the Board and EC in completing agenda.
- Maintains regular communication with CEO to keep informed of organizational activities and emerging activities.
- Communicates with CEO on behalf of Board.
- Leads evaluation of the performance of CEO annually.
- Is an integral participant in the organization's strategic planning process.
- Ensures that designated roles are adhered to.

CEO - Serves as chief operations executive for the organization responsible for achieving the desired end results as established by the Board.

- Leads the process of translating/implementing the Board's established mission and goals into long-term strategic and annual operating plan.
- In concert with Board chair, prepares agenda for Board meetings.
- Attends all Board meetings and committee meetings.
- Communicates regularly and provides needed information to assist the Board in fulfilling its decision-making and monitoring roles.
- Initiates and directs the development of policies for Board approval.
- Develops budget in conjunction with finance committee.
- Empowered to establish operating procedures and decides all matters of administrative and supervisory detail in connection with operation and maintenance of organization.
- Recruits, hires and manages association staff to perform the duties required for the operating functions of the organization.
- Serves as the association's primary spokesperson and represents the organization as it's CEO in all dealings with other organizations, individuals and general public.