

RSVP of DANE COUNTY
JOB DESCRIPTION

JOB TITLE: Member, Board of Directors

Responsible to: President, Board of Directors

Objective: Provide leadership in successfully accomplishing the goals and objectives of the organization.

Term: Three (3 years), unless filling a partial position

Meetings: The Board meets six (6) times annually. Board members are also required to participate in at least one (1) working committee. All meetings require participation and attendance.

Responsibilities:

- Provide direction, definition, knowledge and advice in the management and operation of the RSVP organization.
- Serve as the official link between the RSVP organization and the communities of Dane County.
- Create and protect the values, mission and vision of RSVP
- Determine, apply, monitor and assess its own structure, processes, performances and policies. Shall act proactively with a focus on strategic development and counsel.
- Be accountable to themselves, staff, participants, funders and the public for competent accomplishment of Board obligations.
- Assess the outcome of RSVP activities and monitor compliance with funders' requirements through internal reports, external reports or special studies.
- Hire, evaluate and monitor the performance of the Executive Director.
- Consult Robert's Rules of Order as appropriate.
- Make official decisions only at a duly constituted Board meeting or by the Executive Committee, with subsequent ratification by the full Board.
- Screen and place on the agenda of the Executive Committee and/or Board, topics of items for information, discussion and/or action as recommended by chairpersons of standing committees, officers and/or the Executive Director as outlined in the By-laws.
- Receive annual reports from each standing committee, ad-hoc committee or task force, and shall evaluate their activities in its realm of responsibility, or as otherwise directed.
- Through its designated committees, oversee the development, revision and implementation of all by-laws including any proposed revisions to same.

- Must have personal integrity, avoid conflict of interest, be nonpartisan and serve as advocates for RSVP to the public.
- Must be willing to serve on committees and attend Board meetings so as to contribute knowledge and counsel to the Board and staff of RSVP.
- Participate in fund development for RSVP. (see sample board job description)
- Have the authority to exercise all powers granted to corporations by the State of Wisconsin organized under Chapter 181.

See Sample Board Member Job Description handed out by Boris Frank at the Wegner board training:

- Participate in strategic planning. Establish mission, vision, goals and objectives and monitor their successful achievement.
- Determine the organizational structure and assure compliance with agency by-laws, articles of incorporation and all state, local and federal laws.
- Establish and enforce operating and organizational policies.
- Become familiar with the organization's programs and activities.
- Serve on Committees as needed.
- Employ, evaluate and monitor the Executive Director. Delegate all operational tasks to the Executive Director.
- Provide for adequate finances and other resources required to accomplish the mission, goals and objectives of the agency.
- Contribute, according to personal ability, to the annual fund appeal.
- Actively assist in fundraising.
- Serve as an interpreter, information source and 'good will ambassador' to the community.

Updated 10-2022
RSVP of DANE COUNTY
JOB DESCRIPTION

JOB TITLE: President of the Board of Directors

REPORTS TO: Board of Directors

Term: One year

SUMMARY OF THE POSITION:

The President is responsible for the overall operating of the Board of Directors. The President presides over all Board meetings and works with the Executive Director to assure all business is conducted in an orderly manner.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Sign all certificates, contracts, legal instruments, as required.
- Preside at all RSVP Board meetings.
- Prepare a draft agenda for meetings, which is reviewed by the Executive Committee at least 10 days prior to the meeting.
- Call Executive Committee meetings prior to the Board meetings and at other times as needed.
- Chair the business portion of the Annual Meeting.
- Serve on the following committees: Executive Committee (chair), Personnel, Nominations, Strategic Planning, Development.
- May also serve on other Committees.
- Participate when possible in meetings that involve RSVP or volunteers in general.
- Notify the Executive Director of any absences from Board meetings.
- Has the same responsibilities as all other Board members.

Updated 10-2022
RSVP of DANE COUNTY
JOB DESCRIPTION

JOB TITLE: Vice President

Responsible to: President, Board of Directors

Objective: Provide leadership in successfully accomplishing the goals and objectives of the organization.

Term: One year

Meetings: The Board meets six (6) times annually. Board members are also required to participate in at least one (1) working committee. All meetings require participation and attendance.

Responsibilities:

- Acts in President's absence.
- Is a member of the Executive Committee.
- Has the same responsibilities as all other Board members.

Updated 10-2022
RSVP of DANE COUNTY
JOB DESCRIPTION

JOB TITLE: Secretary

Responsible to: President, Board of Directors

Objective: Provide leadership in successfully accomplishing the goals and objectives of the organization.

Term: One year

Meetings: The Board meets six (6) times annually. Board members are also required to participate in at least one (1) working committee. All meetings require participation and attendance.

Responsibilities:

- Takes minutes at all Board meetings. Transcribes the minutes and sends to the President and Executive Director for inclusion in next meeting materials.
- Is a member of the Executive Committee.
- Has the same responsibilities as all other Board members.

Updated 10-2022
RSVP of DANE COUNTY
JOB DESCRIPTION

JOB TITLE: Treasurer

Responsible to: President, Board of Directors

Objective: Provide leadership in successfully accomplishing the goals and objectives of the organization.

Term: One year

Meetings: The Board meets six (6) times annually. Board members are also required to participate in at least one (1) working committee. All meetings require participation and attendance.

Responsibilities:

- Chairs the Finance Committee, the Financial Oversight Committee
- Prepares the annual budget.
- Reports to the Board the financial status of RSVP.
- Reviews the 990 before submission.
- Is a member of the Executive Committee.
- Has the same responsibilities as all other Board members