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## Board Officers

### President

**Function:** Assure that the Board fulfills its responsibilities to FREE

**Responsibilities:**

- o Chair Board and Executive Committee meetings;
- o Call special meetings, as necessary;
- o Serve as ex-officio member of all committees;
- o Work in partnership with the Executive Director to achieve FREE's mission and make sure board resolutions are carried out;
- o Communicate any concerns management has with regard to the role of the Board or individual Board Members. Communicate to ED the concerns of the Board and other constituencies
- o Appoint all committee chairs;
- o Assist Secretary with preparing the agenda for Board Meetings;
- o Work with the Board and staff to recruit Board Members and other volunteers;
- o Conduct new Board Member orientations;
- o Coordinate periodic board assessment;
- o Periodically consult with Board Members on their roles and performance assessment; and
- o Annually focus the Board's attention on assessing Board structure, role and relationship to management.

### Vice President

**Function:** Stand in for President if s/he is unavailable.

**Responsibilities:**

- o Attend Board Meetings;
- o Serve on Executive Committee;
- o Carry out special assignments as requested by Board President; and
- o Understand the responsibilities of the Board President and be able to perform.

## **Secretary**

**Function: Maintain all Board records and ensure accuracy and safety.**

**Responsibilities:**

- o Attend all Board Meetings;**
- o Serve on the Executive Committee;**
- o Review Board Minutes;**
- o Assume responsibilities of the President in the absence of the Board President and Vice President; and**
- o Provide notice of board and committee meetings when such notice is required.**

## **Treasurer**

**Function: Serve as financial officer of FREE Responsibilities:**

- o Attend Board Meetings;**
- o Serve on the Executive Committee and chair the Finance Committee;**
- o Assure that FREE is following appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations;**
- o Assure that accurate financial records for FREE are being kept;**
- o Subject to the direction of the Board, endorse for deposit notes, checks, and drafts received by FREE;**
- o As ordered by the Board, disburse organizational funds and issues checks and drafts in the name of FREE;**
- o Manage, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities;**
- o Assist the ED in preparing the annual budget and presenting the budget to the Board for approval;**
- o At specified reporting periods, and upon request, provide the Board President and the Board with an account of transactions by the Treasurer and of the financial condition of FREE;**
- o With the ED, select an independent auditor, review the annual audit, and answer the Board Members' questions about the audit; and**
- o With the ED, select a tax professional to assist with tax preparation.**