

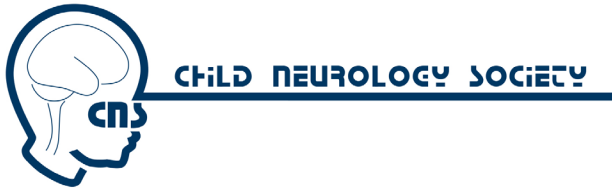


Board Member Job Descriptions

Being on the board is a big responsibility because the board governs the organization by overseeing its operations to ensure that it's working to fulfill its mission and ensure the organization's long-term sustainability.

All board members should adhere to the general duties and responsibilities, regardless of their position.

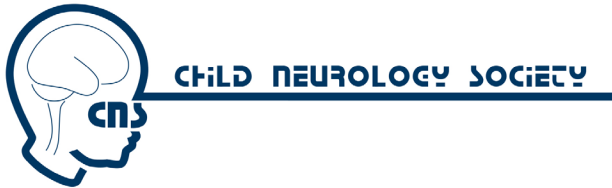
- Understand and demonstrate a commitment to the organization's mission and programs.
- Keep up-to-date with issues and trends that affect the organization.
- Prepare for meetings by reading agendas, minutes, reports, and other documentation required to participate in them actively.
- Attend meetings regularly.
- Contribute skills and knowledge by participating actively in meetings and committee work.
- Make inquiries when clarification or more information is needed.
- Understand and monitor the organization's financial affairs.
- Avoid any potential conflicts of interest.
- Understand and maintain confidentiality.
- Ensure the organization is complying with all legal and regulatory requirements.
- Follow the organization's bylaws, policies, and board resolutions.



President

The President of the CNS Board will have the following duties and responsibilities:

- Serves as the chief volunteer of the organization.
- Establishes search and selection committee for hiring an Executive Director/CEO.
- Recommends the compensation and benefits package of the Executive Director/CEO to the Executive Committee.
- Partners with the Executive Director/CEO in achieving the organization's mission.
- Provides leadership to the Board of Directors, who sets policy, and to whom the Executive Director/CEO is accountable.
- Develops agendas for meetings with the Executive Director/CEO.
- Chairs meetings of the Board of Directors and Executive Committee.
- Recommends to the board which committees are to be established.
- Seeks volunteers for committees and coordinates individual board member assignments.
- Appoints the members, including the chairpersons of committees, in consultation with the Executive Committee.
- Serves as an ex officio member of committees and attends their meetings when invited.
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation.
- Discusses issues confronting the organization with the Executive Director/CEO.
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
- Review with the Executive Director/CEO any issues of concern to the board.
- Monitors financial planning and financial reports.
- Evaluates the performance of the Executive Director/CEO and the effectiveness of the board members.
- Annually evaluates the performance of the organization in achieving its mission and objectives.
- Speaks to the media and represents the organization to the community.
- Annually reviews matters of governance that relate to the board's structure, role, and relationship to management.



President-Elect

The President-Elect of the CNS Board will have the following duties and responsibilities:

- Acts as the president in their absence.
- Serves as a member of the Executive Committee.
- Reports to and works closely with the president to assist with their duties.
- Is assigned to areas of responsibility such as membership, Leader, Diversity, Equity, and Inclusion (LDEI), personnel, annual event, etc.
- Performs other duties as assigned by the President.

Secretary-Treasurer

Secretary-Treasurer of the CNS Board will have the following duties and responsibilities:

- Manages the finances of the organization, including the board's review of and actions related to financial responsibilities.
- Ensure appropriate financial reports are made available to the board.
- Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health.
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial procedures and systems.
- Serves as Board Liaison to the Finance Committee.
- Works with Executive Director/CEO and external accounting firm to conduct an annual audit.



Councilor

Councilor of the CNS Board will have the following duties and responsibilities:

- Serves as a trusted advisor to the Executive Director/CEO as they develop and implement the organization's strategic plan.
- Reviews outcomes and metrics created by the board for evaluating impact and regularly measures performance and effectiveness using those metrics.
- Reviews agenda and supporting materials prior to board and committee meetings.
- Approves the annual budget, audit reports, and material business decisions; stays informed of and meets all legal and fiduciary responsibilities.
- Contributes to an annual performance evaluation of the Executive Director/CEO.
- Assists the Executive Director/CEO and board chair in identifying and recruiting other board members.
- Partners with the Executive Director/CEO and other board members to ensure that board resolutions are carried out.
- Serves on committees or task forces and takes on special assignments.
- Represents the CNS to stakeholders, acting as an ambassador for the organization.
- Ensures commitment to a diverse board and staff that reflects the communities the CNS serves.