

Board President Job Description

1. Serves as chief volunteer of FPBC.
2. Understands, supports, and advances FPBC's mission.
3. Develops a vision and the goals to be achieved.
4. Understands the collective responsibilities of the Board and communicates regularly with the Committee Chairs.
5. Plans, organizes, and presides over Board meetings.
6. Runs meetings with efficiency and consideration for others' time.
7. Calls meetings of the Executive Committee, as necessary.
8. Delegates responsibilities to Trustees commensurate with their abilities and is considerate of the talents of others.
9. Establishes an effective team by creating an interactive environment for Trustees.
10. Serves as an ex officio member to at least one Board Committee.
11. Suggests nominees to the Board and appoints the Chairpersons of Committees, in consultation with other Board Members.
12. Creates ad hoc Committees when necessary, appoints Chairs and Members.
13. Develops and implements a fundraising strategy with the Board.
14. Assures that the Board actions are done in accordance with FPBC's priorities and governance concerns.
15. Along with other Board Members, approves the annual budget.
16. Speaks on behalf of the Board or appoints a representative.
17. Selects, supports and oversees work of the Executive Director and serves as the board liaison to the Executive Director.
18. Establishes a good working relationship with the Executive Director and communicates with the Executive Director on a regular basis.
19. Works in partnership with the Executive Director to make sure Board resolutions are carried out.
20. Formally evaluates the performance of the Executive Director with Board.
21. Evaluates the performance and effectiveness of programs in achieving its mission.
22. Is actively involved in the programmatic operation, occasionally visits the host congregations and day center.
23. Performs other responsibilities assigned by the Board.

Vice President Job Description

1. Performs President responsibilities in the absence or incapacity of the President.
2. Participates closely with the President to develop and implement officer transition plans.
3. Works in partnership with the President to fulfill organizational responsibilities.
4. Chairs at least one major Committee.
5. Serves on the Executive Committee.

Board Secretary Job Description

1. Assumes responsibilities of the President in the absence or incapacity of the Board President, President-Elect, and Vice President.
2. Prepares and distributes correspondence regarding Board business, meetings of the Board and meetings of a Committee.
3. Prepares and distributes minutes that correctly reflect all actions taken at Board meetings and include action statements, timelines and responsibilities.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
5. Assures that all legal documents and official papers are organized and stored; transfers documents to the next secretary.
6. Serves on the Executive Committee.

Board Treasurer Job Description

1. Chairs the Financial Committee.
2. Understands financial accounting for nonprofit organizations.
3. Assists in the preparation of the annual budget.
4. Ensures that bills are paid, transactions are accurately recorded, and banking is managed promptly and accurately.
5. Ensures that financial policies are followed.
6. Works with the Executive Director and staff/consultants to ensure that appropriate financial reports are made available to the Board for approval.
7. Prepares financial documents and provides regular financial reports to the Board.
8. Oversees preparation and distribution of financial audits by a certified public accountant and presents the annual audit to Board Members.
9. Serves on the Executive Committee.

Family Promise of Berks County, Inc.
Building Communities Strengthening Lives

Committee Chair Job Description

1. Sets the tone for the Committee work.
2. Ensures that members have the information needed to do their jobs.
3. Oversees the logistics of Committee's operations.
4. Reports to the Board's Chair.
5. Reports to the full Board on Committee's decisions and recommendations.
6. Works closely with the Executive Director and other staff as agreed by the Executive Director.
7. Assigns work to the Committee Members, sets the agenda and governs the meetings, and ensures distribution of meeting minutes.
8. Initiates and conducts the Committee's annual evaluation.

Board Member Job Description

This description applies to all Board Members, including Officers and Committee Chairs

1. Regularly attends board meetings and important related meetings.
2. Commits to participating actively in Committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and promptly.
4. Stays informed about Committee matters, is well prepared for meetings, and reviews and comments on minutes and reports.
5. Becomes acquainted with other Committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the Committee's annual evaluation and planning efforts.
7. Participates in fundraising for the organization, including a personal contribution to FPBC programs.