

Board of Directors Officer Role Description

President

The President of the Island Trails Network (ITN) Board of Directors serves the organization in the following ways:

1. The President is a member of the Board of Directors, a member of the Executive Committee, and a member of ITN;
2. Provides leadership to the Board of Directors;
3. Facilitates or delegates facilitation of meetings of the Board of Directors;
4. Helps guide the Board of Directors in setting priorities and planning;
5. Serves as point of contact for the Executive Director;
6. Monitors financial planning and financial reports;
7. Serves as a signatory on the bank account;
8. Provides assistance, guidance and leadership in fundraising;
9. Leads the Board of Directors in annually evaluating the performance of the organization in achieving its mission;
10. Serves as media representative of ITN;
11. Leads the Board of Directors in strategic planning, decision making, and organizational oversight;
12. Leads the executive committee in negotiating salary and benefits with the Executive Director;
13. Performs other responsibilities designated by the Board of Directors.

Estimated Annual Time Commitment: 50 hours

I agree to perform the duties and responsibilities listed in this President job description to the best of my abilities for the duration of the term.

Signed: _____ Date: _____

Vice President

The Vice President of Island Trails Network Board of Directors serves ITN in the following ways:

1. The Vice President is a member of the Board of Directors, a member of the Executive Committee, and a member of ITN;
2. Provides leadership to the Board of Directors in partnership with the President;
3. Serves as a point of contact for Executive Director;
4. Serves as a signatory on the bank account;
5. Serves as media representative of ITN;
6. Assists with strategic planning, decision making, and organizational oversight as needed;
7. Assists with President's duties as needed;
8. Performs other responsibilities designated by the Board of Directors.

Estimated Annual Time Commitment: 45 hours

I agree to perform the duties and responsibilities listed in this Vice President job description to the best of my abilities for the duration of the term.

Signed: _____ Date: _____

**Board of Directors
Officer Role Description**

Secretary

The Secretary of the Island Trails Network (ITN) Board of Directors serves the organization in the following ways:

1. The Secretary is a member of the Board of Directors, a member of the Executive Committee, and a member of ITN;
2. Keeps at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof;
3. Keeps at the principal office of the corporation, a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased;
4. Exhibits at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation;
5. Takes minutes at Board of Directors meetings and identifies a substitute minute-taker when not able to attend meetings. Submits minutes to Executive Director for review and inclusion in board meeting packets;
6. Assist the Executive Director with correspondence (i.e. thank you letters, letters of support, public comment letters);
7. Serves as signatory on bank account;
8. Performs other responsibilities designated by the Board of Directors.

Annual Time Commitment: 45 hours

I agree to perform the duties and responsibilities listed in this Secretary job description to the best of my abilities for the duration of the term.

Signed: _____ Date: _____

**Board of Directors
Officer Role Description**

Treasurer

The Treasurer of Island Trails Network Board of Directors serves ITN in the following ways:

1. The Treasurer is a member of the Board of Directors, a member of the Executive Committee, a member of the Finance Committee and a member of ITN;
2. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors;
3. Develops and monitors the annual budget in coordination with the Executive Director and presents annual budget to Board of Directors for review;
4. Has oversight of all disbursements and receipts of ITN funds as specified in the bylaws;
5. Participates on finance committee and works closely with Executive Director and Bookkeeper to monitor financial health;
6. Oversees fundraising efforts including coordinating grant proposals;
7. Ensures that the Board of Directors annually review financial policies and procedures;
8. Serves as signatory on bank account;
9. Participate in organization direction and other issues as needed;
10. Performs other responsibilities designated by the Board of Directors.

Estimated Annual Time Commitment: 50 hours

I agree to perform the duties and responsibilities listed in this Treasurer job description to the best of my abilities for the duration of the term.

Signed: _____ Date: _____

Board of Directors Board of Directors Member Role Description

General members of the Board of Directors serve Island Trails Network in the following ways:

1. Board of Directors members provide input and leadership on planning ITN events and meetings;

2. Are members of ITN;
3. Make an annual meaningful financial contribution to ITN;
4. Assist with promotion and outreach efforts for ITN;
5. Participate in formulation and oversight of ITN policies and procedures;
6. Participate in determining and evaluating organization's mission and strategic goals;
7. Assist with identifying and recruiting new people and organizations to participate in ITN as a member, board member, partner or funder;
8. Participate in reviewing and approving budget annually;
9. Provide input and leadership on fundraising decisions;
10. Serve on at least one committee annually of the Board of Directors;
11. Read Board of Directors minutes and stay informed on ITN matters;
12. Help organization meet legal and ethical requirements;
13. Perform other responsibilities designated by the Board of Directors.

Estimated Time Commitment: 35 hours

I agree to perform the duties and responsibilities listed in this job description to the best of my abilities for the duration of the term.

Signed: _____ Date: _____