

## **OFFICERS JOB DESCRIPTION**

For Central Kansas Community Foundation, a standing committee of the Board that has been established by the Executive Committee with subsequent approval by the Board of Directors.

Affiliate Board members appoint officers as noted below at their annual meetings.

### **MEETING SCHEDULE:**

It is advised to make an annual meeting schedule for CKCF Board of Directors and all Affiliate Advisory Board of Directors. Every scheduled board meeting shall be conducted as scheduled or proper notice for cancellation or reschedule be made to all members. The Executive Committee of CKCF shall call for meetings as needed.

**ELECTION.** The officers shall be chosen annually by the board of directors, and each shall hold his office per terms until he/she shall resign or shall be removed or otherwise disqualified to serve, or his successor shall be elected and qualified.

**OFFICERS.** The officers of the corporation shall be a chair of the board of directors, a vice-chair, a secretary, and a treasurer. The corporation may also have, at the discretion of the board of directors, one or more assistant secretaries and one or more assistant treasurers, and such other officers as may be appointed in accordance with the provisions of Section 3 of Article IV in our Bylaws. The executive director of the corporation shall also be an officer of the corporation. Any number of offices may be held by the same person.

Affiliate Advisory Board of Director Officers shall follow the expectations of their local Policy and Procedures for the Affiliate Foundation and if not alternatively detailed follow the definitions of the officer positions as detailed below.

**CHAIR OF THE BOARD.** The chair of the board shall preside at all meetings of the board of directors, and exercise and perform such other powers and duties as may be from time to time assigned to him by the board of directors or prescribed by our Bylaws.

**VICE CHAIR.** In the absence or disability of the chair, the vice chair shall perform all the duties of the chair, and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the chair. The vice chair shall have such other powers and perform such other duties as from time to time may be prescribed for him or her respectively by the board of directors or by the governing Bylaws.

**SECRETARY.** The secretary or designee shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the board of directors may order, of all meetings of directors, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present and the proceedings thereof. The secretary shall give, or cause to be given, notice of all the meetings of the board of directors required by our Bylaws or by law to be given, and he or

she shall keep the seal of the corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or our Bylaws.

An Affiliate Secretary is responsible for ensuring CKCF has copies of all minutes and corresponding materials relevant to the local Affiliate Foundation for storage at CKCF.

**TREASURER.** The treasurer or designee shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus and shares. The books of account shall at all reasonable times be open to inspection by any director.

The treasurer shall oversee deposit of all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the board of directors. He or she shall disburse the funds of the corporation as may be ordered by the board of directors, shall render to the chair and directors, whenever they request it, an account of all of his or her transactions as treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the board of directors or our Bylaws. He or she shall be bonded, if required by the board of directors.

Affiliate Treasurer will report on the charitable assets under management at board meetings and oversee new fund set up with CKCF staff and monitor contributions and distributions from local Funds under management, in conjunction with CKCF staff.

**RESPONSIBILITIES OF CKCF EXECUTIVE COMMITTEE:**

- I. The Executive Committee shall meet as needed to discuss present and future agenda items.
- II. The Executive Committee shall provide advice and counsel to the Executive Director as she or he may need and/or request.
- III. The Executive Committee shall lead the process of the Executive Director Evaluation and Review on a yearly basis.
- IV. Work with Governance Committee annually on committee appointment.

**COMPENSATION OF OFFICERS.** No officer of the corporation other than the executive director shall receive salaries or other compensation. The executive director shall receive such salary or other compensation as shall be determined by resolution of the board of directors, adopted in advance or after the rendering of the services, or by employment contracts entered into by the board of directors.

**VACANCIES.** A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in our Bylaws for regular appointment to such office. For Affiliate Foundations it shall follow the Governance

responsibilities per their local Policy and Procedures.

**REMOVAL AND RESIGNATION.** Any officer of CKCF or an Affiliate may be removed, either with or without cause, by a majority of the directors at the time in office, at any regular or special meeting of the board, or, except in case of an officer chosen by the board of directors, by any officer upon whom such power of removal may be conferred by the board of directors. Any officer may resign at any time upon written notice to the corporation.



## **INDIVIDUAL BOARD MEMBER JOB DESCRIPTION**

### **Responsibilities**

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees and task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### **Personal Characteristics to Consider**

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development and a sense of humor.