

Library Foundation of Hillsboro

President Job Description

- Is a member of the Board and the Executive Committee
- Serves as the Chief Volunteer of the organization
- Provides leadership to the Board of Directors and policy making.
- Chairs meetings of the Board and develops the agenda.
- Encourages Board's role in strategic planning.
- Appoints the chairpersons of committees (except for the Finance Committee), in consultation with other Board members.
- Serves *ex officio* as a member of committees.
- Discusses issues confronting the organization with the other Board members.
- Helps guide Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.
- Receives and responds to Foundation correspondence in a timely manner.

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Vice President Job Description

- Is a member of the Board and the Executive Committee
- Serves the role of President when the President is unable to fulfill their duties
- Provides leadership to the Board of Directors and policy making.
- Discusses issues confronting the organization with the other Board members.
- Helps guide Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Evaluates annually the performance of the organization in achieving its mission.
- In accordance with the Foundation's Bylaws, attends board meetings and important related meetings.
- Participates actively in committee work.
- Volunteers for and accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Is an active participant in the Foundation's annual evaluation and planning efforts.
- Participates in fund raising for the organization.
- Financially commits to Foundation's signature fund raising efforts.

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Secretary Job Description

- Is a member of the Board and Executive Committee
- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of Board Meetings and Board Resolutions
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with all Foundation documents to note applicability during meetings

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Treasurer Job Description

- Is a member of the Board, Executive Committee and chair of the Finance Committee
- Manages finances of the organization
- Administers fiscal matters of the organization
- Provides financial statement updates at regular Board meetings for members' approval
- Ensures development and board review of financial policies and procedures
- Coordinates with CPA to ensure that the level of financial reporting and oversight is appropriate.