

TBCA Sample Job Descriptions

Chairman of the Board

- Oversees board meetings through an agenda process
- Serves as ex-officio member of all committees
- Assists Executive Director in preparing agenda for board meetings

President

- Oversees board and executive committee meetings
- Serve as ex-officio member of all committees
- Works in partnership with the Executive Director to make sure the board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs and with the Executive Director, recommends who will serve on committees
- Shall review the financial records, bank statements and check registers and any related documents to the financial condition of the association
- Assists Executive Director in conducting new board member orientation
- Oversees searches for a new Executive Director
- Coordinates Executive Director's annual performance evaluation
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and help them assess their performance

Vice-President of the Board

- Attends all board meetings
- Serves on the executive committee
- Carries out special assignments as requested by the board president
- Acts as Chairman of the membership committee
- Able to perform the duties of the president in the president's absence
- Participates as a vital part of the board leadership

Secretary-Treasurer of the Board

- Attends all board meetings
- Serves on the executive committee
- Reviews board minutes
- Assumes responsibility of the president, in absence of board president, and vice-president
- Participates as a vital part of the board leadership

- Serve as Chairman of the budget committee and as financial officer of the organization
- Shall review the financial records and bank statements
- Manage with the budget committee, the board's review of and action related to the board's financial responsibilities
- Works with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis
- Assists the Executive Director in preparing the annual budget and presenting the budget to the board for approval
- Maintains knowledge of the organization and personal commitment to its goals and objectives

Sergeant –at-Arms

- Attends all board meetings
- Serves on the executive committee
- Carries out special assignments as requested by the board president
- Participates as a vital part of the board leadership
- Be the guardian of the entrance to the various meetings and shall keep an accurate record of those in attendance.
- They shall supervise the conduct of members during the meetings.

Executive Committee – line officers

The officers of the Association shall be a President, Vice President, Treasurer and a Sergeant of Arms. The elected officers shall serve for a term of two years commencing on April 1 of the year in which elected and continuing through March 31 of the second year. Any officer may be elected for a further term not to exceed two years, so that each officer may serve a maximum of 4 years in any one office.

Purpose of Executive Committee

- Sounding Board for Executive Director
- Reviews and recommends to the Board the Executive Director's compensation issue
- Reviews the Executive Director's Management