



## **Board of Director's Roles & Responsibilities**

### **Board of Director Responsibilities:**

1. Regularly attends board meetings and important related meetings.
2. Make serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other board members and builds a collegial working relationship that contributes to consensus.
6. Ensures the effective management of Hanging Rock Christian Assembly by direct oversight of the Executive Director.
7. Set camp guidelines/policies that determine the basic course of the ministry.
8. Approve long-range goals
9. Serves as a link between Hanging Rock and supporting churches.
10. Participates in fund raising for the organization.
11. The board speaks with one voice or not at all. Individual members of the board have no authority individually, but only collectively as a group. The only exceptions are board officers who function within our guidelines of their specific duties listed later in this document.
12. Board members selection requirements:
  - a. Active member/leader in a supporting church
  - b. A passion for and a commitment to the mission/vision of Hanging Rock.
13. Board members are expected to treat all information that has not been made public as confidential. They should be sensitive to privileged information they receive at board meetings.

**Board President Responsibilities:**

1. Is a member of the Board.
2. Serves as the Chief Volunteer of HRCA.
3. Provides leadership to the Board of Directors, who helps set policy guidance for all board members.
4. Chairs meetings of the board after developing the agenda with the Executive Director.
5. Encourages board's role in strategic planning.
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Serves *ex officio* as a member of committees and attends their meetings when necessary.
9. Discusses issues confronting HRCA with the Executive Director.
10. Helps guide and mediate Board actions with respect to HRCA priorities.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities.
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of HRCA in achieving its mission.
16. Performs other responsibilities assigned by the Board.

**Vice President Chair Responsibilities:**

1. Is a member of the Board.
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description).
3. Works closely with the Chair and other board members.
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.

**Board Secretary Responsibilities:**

1. Is a member of the Board
2. Maintains records of the board and ensures effective management of organization's records
3. Manages minutes of board meetings.
4. Ensures minutes are distributed to members shortly after each meeting.
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

#### **Board Treasurer Responsibilities:**

1. Is a member of the Board
2. Works closely with office manager to manages finances of HRCA.
3. Administrates fiscal matters of HRCA.
4. Works with finance team/Executive Director to provides annual budget to the board for members' approval.
5. Ensures development and board review of financial policies and procedures.

#### **Committee Chairperson Responsibilities:**

1. Is a member of the Board.
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their job.
4. Oversees the logistics of committee's operations.
5. Reports to the Board Chair.
6. Reports to the full Board on committee's decisions/recommendations.
7. Works closely with the Executive Director and other staff as agreed to by the board.
8. Assigns work to the committee members, sets the agenda of committee meetings and runs the meetings, and ensures distribution of meeting minutes.

#### **Building/Grounds Committee Responsibilities:**

1. Works closely with Maintenance/Facilities Director to establish needs and concerns.

2. Provides advice for maintenance team for upkeep, new building projects, and sourcing of materials and equipment.
3. Make recommendations to the full board on new building projects.
4. Work closely with Maintenance/Facilities Director on yearly facility budget.
5. Be present and available to assist the Maintenance Director on any scheduled workdays.

**Finance Committee Responsibilities:**

1. Oversee implementation of the annual budget.
2. Work closely with all committees to create the annual budget.
3. Meet quarterly to review annual budget.
4. Review 990 reports and compilation reports.

**Personnel Committee Responsibilities:**

1. Work with the Executive Director on evaluating current full-time staff.
2. Work with the Executive Director on establishing roles and job descriptions for full-time staff.
3. Make recommendations to the full board on any new full-time staff to be hired.
4. Handle disciplinary procedures and actions for full-time staff.
5. Interview recommended full-time staff and present candidates to the full board.
6. Recommend any salary increases to the finance committee.