

## **Key Roles for Board Officers:**

### **Board Chair**

- Prepares agenda with Executive Director and publishes it at least 1 week before the meeting.
- Ensures presenters are aware and prepared
- Keeps meeting on task → minimize “Bunny Trails” → maximize effectiveness
- Serves like an “Orchestra Conductor”, ensuring all are involved

### **Board Secretary**

- Records minutes
- Summarize open/follow up items, ensuring owner and target date
- Publish minutes of meeting asap

### **Board Treasurer**

- Understands finances in detail
- Presents the Financial Report, not the E.D.
- Report is an accurate/representative summary
- Takes a position on the financial health of the Chapter