



Centennial Area Health Education Center (CAHEC)

Board Job Descriptions

There are six (6) general meetings scheduled each year. These meetings are scheduled in November of the preceding year. In 2020, the meetings will take place on the third Monday night at 6:00 pm. of the following months:

- January
- March
- May
- July
- September (Annual meeting)
- November

Meetings are generally conducted at 2105 Clubhouse Drive Greeley Co and held in Zoom at <https://ucdenver.zoom/> 512 779 6914

What is the job description of a board director?

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Review board minutes

What are the general expectations for all board directors?

- Attend all board meetings (one meeting per quarter, one annual retreat, and as needed)
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Review board minutes
- Contribute to the organization by actively engaging with staff and agency needs. (Time or money, contact referrals, and support)

- Attend functions annually sponsored by CAHEC
- Exercise your leadership and expertise for the betterment of the CAHEC
- Ensures compliance with the agency mission and Bylaws

What is the job description of a board chair?

- Oversees board and executive committee meetings
- Works in partnership with the chief executive to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, with the Executive Director recommends who will serve on committees as assigned
- Assists Executive Director in preparing agenda for board meetings
- Assists Executive Director in conducting new board member orientation
- Oversees searches for a new Executive Director
- Coordinates Executive Director's annual performance evaluation
- Works with the governance committee to recruit new board members
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance
- Serves as the chair for the Finance Committee meetings.

What is the job description of a board vice chair?

- Attend all board meetings
- Serve on the executive committee if one exists
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

What is the job description of a board secretary?

- Attend all board meetings
- Serve on the executive committee as needed

- While working with staff ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- While working with staff provide notice of meetings of the board and/or of a committee when such notice is required

What is the job description of a board treasurer?

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the vice chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the Executive Director and the Finance Committee to ensure that appropriate financial reports are made available to the board on a timely basis
- Work with the Executive Director to present the annual budget to the board for approval