



## Relief Nursery Board of Directors OFFICER Roles and Responsibilities

*Relief Nursery's mission is to prevent the cycle of child abuse and neglect by early intervention that focuses on building successful and resilient children, strengthening parents and preserving families.*

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### PRESIDENT OF THE BOARD

***The president is the principal executive officer of Relief Nursery, Inc. Board of Directors.  
This position***

- provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable
- is a partner with the Executive Director in achieving Relief Nursery's mission
- chairs meetings of the Board after developing the agenda with the Executive Director
- appoints chairpersons of committees, in consultation with other Board members
- encourages Board's role in strategic planning
- serves as a member of the executive committee and attends other Board committee meetings when invited
- discusses issues confronting the Relief Nursery with the Executive Director
- reviews with the executive director any issues of concern to the Board
- monitors financial planning and financial report
- plays a leading role in fundraising activities
- formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of Board members
- evaluates annually the performance of the organization in achieving its mission
- plans and leads annual Board retreat setting strategic goals for the organization

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## **PRESIDENT-ELECT**

*The president-elect is the successor to the president. This position*

- performs president responsibilities when the president cannot be available
- participates closely with the president to develop and implement officer transition plans
- attends executive committee meetings

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## **VICE PRESIDENT**

*The vice president is the successor to the president. This position*

- performs president responsibilities when the president and president-elect cannot be available
- attends executive committee meetings

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## **SECRETARY**

*The secretary maintains records and reports of the board. This position is responsible for*

- safekeeping of all records and reports of the board
- reviewing and preparing minutes of all board meetings
- distributing presenting board meeting minutes for approval and adoption by the full board

*The secretary*

- attends executive committee meetings
- authenticates records for the organization
- is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc.)
- maintains current records pertaining to names and addresses of directors

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## **TREASURER**

*The treasurer manages finances of the organization and ensures the development and board review of financial policies and procedures. The treasurer*

- assists in the preparation and presentation of the annual budget in coloration with the executive director and personnel finance committee
- serves as a member of the personnel finance committee
- reports to the board summarizing revenues, expenses, changes in fund balances and functional expenses
- works closely with Relief Nursery budget and finance manager
- reviews and presents treasurers reports and financial statements to the full board
- reviews Relief Nursery's treasury management in consultation with the personnel finance committee and direct adjustment to deposits and investments consistent with the objectives of safety, liquidity and yield
- periodically reviews a listing of all Relief Nursery checks, drafts or other orders for the payment of money

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## **MEMBER AT LARGE**

- follow the organization's bylaws, policies and board resolutions
- sign and annual conflict-of interest disclosure and update it during the year if necessary,