# Board and Operational Roles

## Purpose

This document describes the details of the roles for the board of directors and management of itsprinting.org.

## Document Revision History

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| --- | --- | --- |
| **Date** | **Revision** | **Changes** |
|  |  |  |
| 6/25/2015 | .9 (Draft) | Initial Draft |

## Board of Director Roles

The initial method at organization formation will be to appoint board members from a pool of volunteer candidates. The organization founder will do this. Thereafter, the board members elect the chairperson. The chairperson will then appoint the treasurer and secretary roles. After initial organization formation, additional or replacement board members are approved by the board. Details of the selection process are covered in the organization by-laws.

**Chairperson**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Elected | 3 years | Volunteer |

As a partner to the Executive Director (ED) and other board members, the Board Chair will provide leadership to itsprinting.org as it transitions from a newly formed 501(c)(3) organization into a sustainable national entity. The Board Chair will support and sustain the work of itsprinting.org, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

**Leadership, governance, and oversight**

* Appoints Secretary and Treasurer roles
* Being a trusted advisor to the ED as s/he develops and implements itsprinting.org's strategic plan
* Developing and managing relationships and communicating with: funders, partners, and other stakeholders
* As a board member, approving itsprinting.org’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Reviewing outcomes and metrics created by itsprinting.org for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
* Coordinating an annual performance evaluation of the ED
* Assisting the ED and Nominating Committee in recruiting board members
* Periodically consulting with board members on their roles and helping them assess their performance
* Planning, presiding over, and facilitating board and committee meetings; partnering with the ED to ensure that board resolutions are carried out
* Acting as an ambassador for the organization
* Ensuring itsprinting.org’s commitment to a diverse board and staff that reflects the communities itsprinting.org serves
* In collaboration with the ED, generating substantial annual revenue and fostering itsprinting.org’s overall financial health
* Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts

**Treasurer**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Appointed | 3 years | Volunteer |

* 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 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 chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
* Present the annual budget to the board for approval
* Review the annual audit and answer board members' questions about the audit

**Secretary**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Appointed | 3 years | Volunteer |

* Attend all board meetings
* Serve on the executive committee if one exists
* 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
* Provide notice of meetings of the board and/or of a committee when such notice is required

**Member at large**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Board Approved Volunteer | 3 years | Volunteer |

The Board will support the work of itsprinting.org and provide mission-based leadership and strategic governance. While day-to-day operations are led by itsprinting.org’s executive director (ED), the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

#### Leadership, governance and oversight

* Serving as a trusted advisor to the ED as s/he develops and implements itsprinting.org’s strategic plan
* Reviewing outcomes and metrics created by itsprinting.org for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
* Approving itsprinting.org’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
* Contributing to an annual performance evaluation of the ED
* Assisting the ED and board chair in identifying and recruiting other Board Members
* Partnering with the ED and other board members to ensure that board resolutions are carried out
* Serving on committees or task forces and taking on special assignments
* Representing itsprinting.org to stakeholders; acting as an ambassador for the organization
* Ensuring itsprinting.org’s commitment to a diverse board and staff that reflects the communities itsprinting.org serves

## Operational Roles

**Executive Director (ED)**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Board Approved | At Will | TBD |

* Attends board meetings (ex-official / non-voting)
  + Same responsibilities as board member at large
* Oversees all operations
  + Ensures resolutions of the Board of Directors are carried out
* Selects and manages Operations & Technology Managers (board must approve)
* Responsible for strategic planning and tactical execution

**Operations Manager (OM)**

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| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Hired by ED – board approved | At Will | TBD |

* Reports to ED
* Lateral position to TM
* Responsible for all non-technical operations

**Technology Manager (TM)**

|  |  |  |
| --- | --- | --- |
| **Method** | **Term** | **Compensation** |
| Hired by ED – board approved | At Will | TBD |

* Reports to ED
* Lateral position to TM
* Responsible for all technical operations

**Other Roles**

The ED, OM and TM fill and manage all other needed operational roles, as appropriate for their areas of responsibility. The board of directors provides budget and fiduciary oversight.

**Volunteer Roles**

Aside from the board of directors, the ED, OM, and TM fill and manage all other volunteer roles.