

DRC BOARD OFFICER AND MEMBER JOB DESCRIPTIONS
AMENDED 2-22, FURTHER PROPOSED AMENDMENTS 12-23

DRC Board President Job Description

[Bylaws Article IV, Section 4 President

The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, the president shall: (i) be in charge of the business of the corporation **as defined by the list of specific responsibilities below**; (ii) discharge the duties of the office and such other duties as may be prescribed by the Board from time to time; (iii) carry into effect the resolutions and directions of the Board of Directors, except in those instances in which that responsibility is specifically assigned to some other person by the Board of Directors; (iv) preside at all meetings of the Board of Directors.]

Specific responsibilities include:

- 1) Presides over regular and special meetings of the board **and general membership**.
- 2) Works with the executive director to set the agenda for DRC board meetings and meetings at which she/he will preside.
- 3) Serves as the primary contact for the executive director on all policy issues related to the operation of the DRC.
- 4) Serves, on behalf of the Board of Directors, as a primary spokesperson for the DRC to the community and stakeholders.
- 5) In consultation and with the approval of the board, establishes ad hoc committees in support of DRC activities.
- 6) After the executive director's first six months of service and annually thereafter, convenes the Executive Committee for the purpose of completing the executive director's evaluation.
- 7) Annually present the board with a summary of the Executive Director's performance and convene in Executive Session to approve the performance evaluation.
- 8) Annually convene Executive Committee and establish compensation for the Executive Director in coordination with development of annual budget.
- 9) Meets annually to establish an agenda for the DRC's annual retreat.
- 10) Meets regularly with the executive director to assess the DRC's performance in meeting targets established in its annual plan.
- 11) For one year following the conclusion of a full term as president, she/he may serve as a resource to the incoming president, DRC officers, and board membership.
- 12) In addition, all job duties listed under DRC Board Member Job Description apply as well.

Estimated hours monthly: 8 to 10.

DRC Board Vice-President Job Description

[Bylaws Article IV, Section 5 Vice President

The vice president shall assist the president in the discharge of the president's duties, as the president may direct, and shall perform such other duties as from time to time may be assigned by the president or by the Board of Directors. In the absence of the president or in the event of the president's inability or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.]

Specific responsibilities include:

1. In addition to the responsibilities of president that may be assumed from time to time as needed, the vice president will adopt specific areas of responsibility from the DRC's strategic plan.
2. Perform other duties prescribed by the board or by the president
3. In addition, all job duties listed under DRC Board Member Job Description apply as well.
4. Chair a committee of the Board.

Estimated hours monthly: an average of about 6 – 8.

DRC Treasurer Job Description

[Bylaws Article IV, Section 6 Treasurer

The treasurer shall be the principal accounting and financial officer of the corporation. The treasurer shall: (a) be responsible for the maintenance of adequate books of account for the corporation; (b) be responsible for the receipt and disbursement of funds of the corporation; and (c) provide budget oversight and perform such other duties as from time to time may be assigned by the president or by the Board of Directors.]

Specific responsibilities include ensuring that the following occur:

1. Keep accurate financial records for the DRC;
2. Deposit money, drafts, and checks in the name of and to the credit of the DRC in the banks and depositories designated by the board;
3. Endorse for deposit notes, checks, and drafts received by the DRC as ordered by the board, making proper vouchers for the deposit;
4. Disburse DRC funds and issue checks and drafts in the name of the DRC as ordered by the board;
5. Upon request, provide the president and the board an account of transactions by the treasurer and of the financial condition of the DRC;
6. Convene and lead the Finance Committee to review essential functions quarterly;
6. Establishes a discretionary account for the use of the board to cover the costs of incidental expenses in support of the DRC board, committees, staff and membership and reports monthly on the deposits and expenditures from the account.
7. Annually reviews and recommends to the board changes in the DRC's fiduciary policies such as expenditure limits and authorities assigned to staff and officers.
8. Participates and facilitates the reporting of audits in executive session to the board and executive director.
9. Perform other duties prescribed by the board or by the president.
10. In addition, all job duties listed under DRC Board Member Job Description apply as well.

Estimated hours monthly: 4 - 6.

DRC Secretary Job Description

[Bylaws Article IV, Section 7 Secretary

The secretary shall: (a) record the minutes of the Board of Director's meetings and forward them on to the Executive Director for safe keeping; (b) when required, sign with the president or vice president, or any other officer so authorized by the Board of Directors, any records which the Board of Directors has authorized to be executed; (e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the Board of Directors.

Specific responsibilities include:

1. Attends all regular and special meetings of the board, serving as official record keeper for board decisions.
2. Annually compiles list of Board decisions for Executive Committee review and possible incorporation into policy documents and other records as needed.
3. Works with the executive director to ensure that the DRC's records retention and disaster/emergency records storage procedure is current and is effectively protecting the interests of the DRC and its officers.
4. Perform other duties prescribed by the board or by the president.
5. Perform all job duties listed under DRC Board Member Job Description.

Estimated hours monthly: 4 - 6.

DRC Board Member Job Description

Primary responsibility: Govern DRC through board oversight and represent DRC in the community and to stakeholders. Each member of the board is expected to participate in the following areas:

Planning

- Contribute to the development, review and approve the DRC's philosophy and review management's performance in achieving it.
- Assess the environment annually and approve the DRC's strategy in relation to it.
- Contribute to the development and annually review and approve the DRC's strategic plan.
- Review and approve the DRC's budget annually.
- Contribute to the development and approve major policies.

Organization

- Hire, monitor, evaluate, appraise, advise, support, recognize, reward, and, when necessary, remove change the Executive Director.
- Assess that management succession is properly provided.
- Monitor that staff capacity is equal to the requirements of the DRC's long-range goals.
- Review and approve appropriate compensation and benefit policies and practices.
- Vote on slate of officers as proposed to the board membership by the Executive Committee.
- Propose nominees and vote to fill vacancies on the full board as needed.
- Participate on Board Committees.
- Annually approve the operating budget.
- Review the performance of the Board annually and take steps to improve its performance.
- Participate in fundraising and community outreach to ensure there is support for planned services.

Operations

- Review the results achieved by management as compared with the DRC's philosophy, annual and long-range goals, and the performance of similar institutions.
- Monitor that the financial capacity of the DRC is adequate for its current needs and its long-range strategy.
- Provide candid and constructive feedback and advice.
- Review and approve major actions of the DRC, such as capital expenditures and major program and service changes.

Audit(s)

- Regularly assess whether the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the DRC and its operations.

- Monitor that published reports properly reflect the operating results and financial condition of the DRC.
- Ensure that management has established appropriate policies, including conflicts of interest and ethics, and is diligently administering and enforcing those policies.
- Appoint independent auditors as prescribed by policy or needed by special circumstance.
- Review compliance with relevant material laws affecting the DRC.

Estimated hours monthly: average of 3 – 5.