



Leadership / Officer Position Descriptions

Long Tom Watershed Council

Chair / President (required by law)

- ☒ Performs all duties of a Board member (see Board member job description)
- ☒ Serves as the **Principal Officer** of the organization
- ☒ Partners with Coordinator in achieving the Council's mission and **supervising all of the affairs of the Council** to ensure that all orders and resolutions of the Board are carried into effect:
 - **Signs documents** (e.g., contracts, grant agreements, letters)
 - Serves as default **spokesperson** for Council
 - **Attends OWEB conferences** biennially or encourages at least one board member to attend
 - Reviews with the Coordinator any issues confronting the Council; is available for phone or in-person consultation
- ☒ Provides **leadership** to the Board, which sets policy and to whom the Coordinator is accountable:
 - Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- ☒ **Chairs meetings** of the Board after developing an agenda with the Coordinator:
 - Reviews board agenda 1 week before meeting; requests any specific background materials
 - Sets roles for meeting (e.g., timekeeper, secretary)
 - Recognizes speakers
 - Summarizes and closes conversations
 - Tracks motions and collects comments
- ☒ Encourages Board's role in **strategic planning**
- ☒ **Oversees committee work:**
 - Calls together **Operations Committee** as necessary; chairs those meetings
 - Appoints the chairpersons of committees, in consultation with other Board members
 - Asks committee chairs to provide written brief for board meetings, as appropriate
- ☒ **Monitors financial** planning and financial reports
- ☒ Plays a **leading role in fundraising activities**, if necessary
- ☒ Ensures **annual evaluation** of the performance of the Council in achieving its mission
- ☒ Performs other duties as prescribed by the Board



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Vice Chair

- ☞ This position is typically successor to the Chair position
- ☞ Performs all duties of a Board member
- ☞ Performs Chair's responsibilities when the Chair is unable to act (see Chair Position Description above)
- ☞ Supports Chair and works closely with Chair and other staff
- ☞ Develops and implements **officer transition plans** in consultation with Chair
- ☞ **Manages Council meetings** in coordination with staff:
 - **Arrives early**, engages volunteers to help set up and take down
 - **Greets new council participants** at Council meetings
 - **Opens Council meetings** by welcoming people, start off introductions, and introduce facilitator
 - **Gives Board Report** at each Council meeting
- ☞ **Coordinates annual recognition** of volunteers and organizations
- ☞ Serves on at least one **executive and/or advisory committee**
- ☞ Performs other duties as prescribed by the Board

Past Chair

- ☞ Performs all duties of a Board member (see Board member job description)
- ☞ **Supports Chair** and serves as a resource; ensures smooth transition of leadership
- ☞ Serves as Chair in the event that the Chair and Vice-Chair are unable to serve
- ☞ Serves as **Chair of Council Development Committee**
- ☞ **Guides board member nomination and election process**
- ☞ Performs other duties as prescribed by the Board



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Secretary

- ☒ Performs all duties of a Board member (see Board member job description)
- ☒ Has overall responsibility for **record keeping**
- ☒ Serves as **custodian** of the Council records, and works with staff to ensure effective management of organization's records
- ☒ Manages the **preparation of minutes** of all proceedings and actions of the Board (including Board and Council meeting notes):
 - This task can be shared with Board or Council participants as the Secretary desires, however oversight and communication responsibility remains with the Secretary
 - Ensures that minutes are distributed to relevant parties shortly after each meeting
- ☒ Sees that all **notices are duly provided** in accordance with the provisions of the bylaws or as required by law
- ☒ Is sufficiently **familiar with legal documents** (e.g., articles, bylaws, IRS letters, etc.) to note applicability during meetings
- ☒ Serves as **Board parliamentarian** to ensure that organization's rules and procedures as outlined in bylaws and policies are followed during Board meetings
- ☒ Prepares Council **correspondence**, as requested by the Chair (this can be delegated to staff)
- ☒ Serves on at least one **executive and/or advisory committee**
- ☒ Performs other duties as prescribed by the Board



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Treasurer (required by law)

- ❏ Performs all duties of a Board member (see Board member job description)
- ❏ Serves as **chief financial officer** of the Board
- ❏ **Manages the finances** of the Council in consultation with the Coordinator
- ❏ Works with Coordinator to develop **annual budget**
- ❏ Keeps full and accurate accounts of all **financial records** of the Council
- ❏ **Administer the fiscal matters** of the organization in consultation with the Coordinator
 - Reconciliation of petty cash may be delegated
- ❏ **Presents financial reports** to the Board for approval
- ❏ **Provides financial information** necessary to prepare and file the required state and federal government reports (may be delegated to staff)
- ❏ Ensures development and board review of **financial policies and procedures**
- ❏ **Participates in audit** process
- ❏ Serves on the key **committee that addresses finances and budgeting**, and other committees as deemed appropriate by the Board
- ❏ Performs other duties as prescribed by the Board