



JOB DESCRIPTION

Job Title:	BOARD OF DIRECTORS	Job Category:	VARIOUS
Location:	VARIOUS	Travel Required:	NONE
Level/Salary Range:	NONE	Position Type:	Volunteer
Will Train Applicant(s):	Yes	Reports to:	Executive Director

Applications Accepted By:

EMAIL OR MAIL:

Email to info@trot3cities.org

Mail to PO Box 5108, Pasco, WA 99302

Attn: Cynthia MacFarlan

JOB DESCRIPTION

EXECUTIVE OFFICERS

The officers of the board of directors are the president, vice-president, secretary and treasurer. The officers, except the president, usually chair standing committees and assist the president by performing any duties the president may assign.

- **PRESIDENT**

1. Presides at all meetings and is the chairman of the board of directors.
2. Responsible for all books, reports, and certificates as required by law.
3. Appoints all committees
4. Submits an agenda prior to board meetings.
5. Submits a progress report at meetings of the Board of Directors.
6. Liaison between the Board and the Executive Director.

- **VICE PRESIDENT**

1. If the president is absent or unable to fulfill his or her duties, the vice president assumes the president's role.

- **SECRETARY**

1. Maintains the minutes and records of the organization and is responsible for the files of any certificates required by any federal or state law.
2. Responsible for all the organizations written correspondence, including responding to requests for information on the center.

- **TREASURER**

1. Responsible for the proper care and custody of all money belonging to the organization.
2. Monitors the system of receiving and disbursing funds and reports to the board on their recommendations for change on an annual basis.
3. Prepares periodic financial reports, as dictated by the board.
4. Serves on the finance committee to provide information regarding budget needs.

BOARDS MEMBERS

1. Attend all board meetings, prepared to further the success of TROT.
2. Accept special assignments as designated by the Executive Director and/or President.
3. Responsible for identifying and nominating candidates to the board for vacant positions.
4. Remain current on the activities of TROT by following its notifications electronically or in print.
5. Remain current on issues affecting the non-profit sector as it relates to the mission of TROT in our community.
6. Inform the Board and staying proactive in helping position TROT to support families coming to TROT for services.
7. Acting as a role model, change agent, and professional exemplar.