

## **2017 PBO BOARD OFFICER RESPONSIBILITIES**

### **PRESIDENT**

- Attend all board and community meetings.
- Oversee all board and community activities.
- Work in partnership with board members to make sure resolutions are carried out.
- Act as primary communicator or liaison with community at large, local government representatives, other community organizations, and media.
- Call special meetings if necessary.
- Prepare board meeting agendas.
- Fulfill general board member responsibilities ([separate document](#))

### **VICE PRESIDENT**

- Attend all board and community meetings.
- Carry out special assignments as requested by the president.
- Understand responsibilities of president and be able to perform them in his/her absence.
- Fulfill general board member responsibilities ([separate document](#)).

### **SECRETARY**

- Attend and take notes for all board and community meetings, distribute to board members, and save copies for PBO records.
- Maintain all PBO correspondence and records with exceptions (e.g., as related to Treasurer).
- Maintain current list and contact information of board members, volunteer chairpersons, and key community contacts (government officials, local businesses, etc.).
- Maintain PBO email account and database.
- Fulfill general board member responsibilities ([separate document](#)).

### **TREASURER**

- Attend all board and community meetings.
- Understand financial accounting for the PBO as a 501(c)(3).
- Manage the board's review of and actions related to the PBO's financial responsibilities
- Ensure that appropriate reports are distributed to the board on a timely basis.
- Maintain all financial correspondence and records.
- Fulfill general board member responsibilities ([separate document](#)).