

HOLLIS CENTER CLOTHING CLOSET

DUTIES AND RESPONSIBILITIES

Board Chair Person

- Oversees committee meetings
- Works in partnership with the committee to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs and recommends who will serve on committees
- Assists in preparing agenda for board meetings
- Ensure meeting agenda and minutes are provided to the Select Board Administrative Assistant for posting on the Town Website.
- Assists in conducting new board member orientation
- Works with the committee to recruit new board members as needed
- Acts as spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance
- Maintains contact with the Town Select Board on matters of interest that pertain to the Town

Board Vice Chair

- Attend all board meetings
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Board Secretary

- Attend all board meetings
- Ensure the safety and accuracy of all board records
- Review board minutes and provide a copy to the Select Board Administrative Assistant for posting on the Town Website.

- 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 to the Select Board Administrative Assistant for posting on the Town Website.

Board Treasurer

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Maintain financial accounting with the Town Treasurer
- 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 chairman 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
- Process all Purchase Order requests for the approval of the Select Board and payment as authorized
- Provide input to the Town Annual Budget as pertains to the Hollis Community Clothing Closet