

Deerwood Civic & Commerce Association (“DCC”)
Board Job Descriptions

Chartered in the 1940’s, Deerwood Civic & Commerce Association (“DCC”) exists to meet the diverse and ever-changing needs of its membership and to promote the growth and economic prosperity of the greater Deerwood area. It strives to help Deerwood to continue to develop with active businesses and residents who take pride in shaping their community’s future.

Board Members At-Large

Description:

DCC’s board of directors is comprised of at least four members and no more than 10 members.

DCC’s Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization. DCC Board members are elected for ----- year terms. Board members hold overall fiscal and managerial oversight responsibility for DCC. They are charged with the supervision and oversight of DCC’s mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Board members serve as ambassadors of DCC’s mission, inside and outside the organization.

Responsibilities:

- Serve as leading ambassador of DCC’s mission, programs, and services
- Agree to a ----- year board term with option of renewal for ----- consecutive terms
- Regularly attend and prepare for Board meetings and important related meetings
- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Serve on at least one sub-committee, preferably as a chair, and attend committee meetings
- Commit to fundraise/recruit members on behalf of the organization
- Be knowledgeable of DCC’s mission, vision, programs and events
- Stay informed about Board matters, prepare themselves for meetings, and review and comment on issues of importance
- Participate in creation of strategic plan and conduct annual review of strategic plan
- Get to know other Board members and DCC stakeholders and build a collegial working relationship that contributes to consensus
- Respond to requests for feedback or decisions between meetings in a timely manner
- Understand financial statements

Board members may serve as: At-Large Member (see above), President, Vice-President, Treasurer, or Secretary.

Board President

In addition to the member-at-large responsibilities, the Board President shall ensure that all meetings are facilitated by a member of the Board of Directors. The Board President shall perform all duties customary to the office of the President:

- Ensure facilitation of board meetings after developing the agenda
- Actively recruits new board members and helps to retain current board members
- Partners with DCC board members, advisors, and volunteers in achieving the organization's mission
- Provides leadership and direction for DCC Board of Directors
- Encourages transparent communication between all Board members
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Participate in the creation and implementation of the strategic plan
- Ensures that timelines are met and that parties are accountable to their responsibilities with the strategic plan
- Encourages board participation in the strategic planning process
- Communicates as needed with committee chairs to ensure that action items are met and that activities are in-line with mission and vision
- Discusses issues affecting the organization with the Board and any other relevant parties
- Represents DCC as an ambassador for the mission at events and other activities
- Monitors financial planning and financial reports
- Plays a leading role in revenue generation activities including cultivation and stewardship
- Approves committee chairs and charges committees with work as it relates to the strategic plan

Board Vice President

In addition to the member-at-large responsibilities, the Vice President shall serve in the President's place in the event the President is unable to serve or perform duties delegated to the President. The Vice President may have such additional duties as delegated to him or her by the Board of Directors or President.

- In absence of President, coordinates facilitation of board meetings, ensures agenda and minutes are distributed, and implements the strategic plan
- Reports to the Board Chair
- Works closely with the Board Chair and board members
- Performs other responsibilities as assigned by the board
- Actively recruits new board members and helps to retain current board members
- Provides leadership and direction to the Board of Directors

- Ensures transparent communication between all Board members
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Represents DCC as an ambassador for the mission at events and other activities
- Plays a leading role in revenue generation activities

Board Treasurer

The Treasurer is primarily responsible for overseeing DCC's finances. In addition to the board member-at-large responsibilities, the Board Treasurer has the following responsibilities:

- Oversees all revenues, expenses, creates financial statements, and communicates this information to the Board on at least a quarterly basis
- Ensures development and board review of sound fiscal policies and procedures
- Acts as an official signer on DCC's bank account and oversees monetary distributions
- Oversees any financial agreements
- Participates in revenue generation activities including cultivation and stewardship
- In cooperation with the board officers, accepts responsibility for filing annual tax forms required by the state or the IRS
- Provides a full financial report to the board of directors annually

Board Secretary

The Secretary is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records. In addition to the member-at-large responsibilities, the Secretary shall be responsible for:

- Maintaining board records and ensuring effective management of the organizational records
- Managing board meeting minutes; Collect and send a draft of the minutes to the President for approval and then send on to rest of the Board. Minutes should reflect the activities of the meetings objectively, without unnecessary commentary. They should include the following information:
 - Who is present and absent
 - Agenda
 - Items discussed
 - Key issues raised
 - Votes and action items and
 - Any other relevant information
- Ensuring minutes are distributed to members shortly after each meeting

- Maintaining sufficient familiarity with legal documents to reference, when necessary, in board meetings
- Maintaining a chart of starting and ending dates for each Board Member

In the Secretary's absence at any meeting, a secretary pro tempore shall be appointed by the presiding Officer.

Prepared 12/5/2023.