

## **Board Positions – Totally Tapioca Foundation**

*(Formalization of non-profit status in progress.)*

### **Board Chair Job Description**

1. Is a member of the Board.
  2. Serves as the Chief Volunteer of the organization.
  3. Is a partner with the members of Totally Tapioca in achieving the organization's mission.
  4. Provides leadership to the Board of Directors, who sets policy in coordination with the Totally Tapioca members.
  5. Chairs meetings of the Board after developing the agenda in coordination with the Totally Tapioca members.
  6. Encourages Board's role in strategic planning.
  7. Appoints the chairpersons of committees, in consultation with other Board members.
  8. Serves *ex officio* as a member of committees and attends their meetings when invited.
  9. Discusses issues confronting the organization with the Totally Tapioca members.
  10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
  11. Reviews with the Totally Tapioca members any issues of concern to the Board.
  12. Monitors financial planning and financial reports.
  13. Plays a leading role in fundraising activities.
  14. Evaluates annually the performance of the organization in achieving its mission.
  15. Performs other responsibilities assigned by the Board.
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### **Vice Chair Job Description**

1. Is a member of the Board.
  2. Is typically successor to the Board Chair position.
  3. Performs Board Chair responsibilities when the Board Chair cannot be available (see Board Chair Job Description).
  4. Reports to the Board Chair.
  5. Works closely with the Board Chair and other Board members.
  6. Participates closely with the Board Chair to develop and implement officer transition plans.
  7. Performs other responsibilities as assigned by the Board.
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### **Board Secretary Job Description**

1. Is a member of the Board.
  2. Maintains records of the Board and ensures effective management of organization's records.
  3. Manages minutes of Board meetings.
  4. Ensures minutes are distributed to members shortly after each meeting.
  5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
  6. Is proficient in Microsoft Office Suite.
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### **Board Treasurer Job Description**

1. Is a member of the Board.
  2. Reports to Totally Tapioca members and the Board Chair.
  3. Manages finances of the organization.
  4. Administrates fiscal matters of the organization.
  5. Coordinates with the Event Committee Chair on all event budgets.
  6. Provides annual budget to the Board for Board member and Totally Tapioca member approval.
  7. Ensures development and board review of financial policies and procedures.
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### **Event Committee Chair Job Description**

1. Is a member of the Board.
  2. Sets tone for the Event Committee work.
  3. Ensures that Event Committee members and volunteers have the information needed to do their jobs.
  4. Oversees the logistics of the Event Committee operations.
  5. Reports to Totally Tapioca members and the Board Chair.
  6. Reports to the full Board on committee's decisions/recommendations.
  7. Assigns work to the Event Committee members and volunteers, sets the Event Committee agenda and runs the meetings, and ensures distribution of meeting minutes.
  8. Initiates and leads the committee's annual evaluation.
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### **Marketing and Public Relations Chair Job Description**

1. Is a member of the Board.
  2. Reports to the Board Chair.
  3. Responsible for planning, development, and implementation of all Totally Tapioca marketing strategies, marketing communications, events, and public relations activities.
  4. Develops a comprehensive marketing, communications, and public relations plan that will enhance Totally Tapioca's image and position within the community.
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## Board Member Job Description

1. Regularly attends Board meetings and important related meetings.
  2. Makes serious commitment to participate actively in committee work.
  3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
  4. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
  5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
  6. Is an active participant in the committee's annual evaluation and planning efforts.
  7. Participates in fund raising events.
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