

# Officer Profiles

## Board Member – Ideal Profile

A board member of our nonprofit is someone who believes in our mission and is willing to give their time, skills, and support to help us succeed. They help make big-picture decisions, give advice, and represent the organization in the community. They work together with other board members and staff to keep us moving in the right direction.

### Duties:

Board members bring different experiences, ideas, and connections. They are expected to make fair, thoughtful decisions, be strategic, collaborative and help lead the organization in an honest, inclusive way.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Mission-Aligned:** Passionate about the cause and eager to support its impact.
- **Active Participant:** Willing to attend meetings, chair or serve on committees, and engage meaningfully in organizational planning and decision-making.
- **Ethical and Responsible:** Upholds fiduciary duties (duty of care, loyalty, and alignment with mission) and follows all ethical and legal obligations.
- **Strategically Minded:** Offers insights and ideas to help guide the organization's direction and evaluate performance.
- **Connector and Advocate:** Leverages personal and professional networks to expand visibility, partnerships, and fundraising opportunities.
- **Collaborative Spirit:** Works well with others, values diverse perspectives, and helps foster a respectful, inclusive board culture.
- **Resource Contributor:** Willing to give and/or help raise financial support, according to capacity and board expectations.

# Officer Profiles

## Chairman of the Board – Ideal Profile

The chair of our nonprofit board is a trusted and experienced leader who really cares about what we do. They help guide the board in making smart decisions and staying true to our goals and responsibilities.

### Duties:

As the top volunteer, the chair helps shape the big-picture vision of the organization, promotes our values, and works to keep us going strong for the long run. They team up with the nonprofit's president or CEO, offering advice and support, but they don't get involved in daily operations.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Mission-Aligned:** Deep understanding of and alignment with the organization's purpose and impact.
- **Experienced in Governance:** Knowledgeable about nonprofit governance, compliance, and board responsibilities.
- **Strong Facilitator:** Able to lead productive board meetings, build consensus, and navigate differing viewpoints.
- **Strategic Oversight:** Focuses on long-term planning, organizational performance, and effective use of resources.
- **Ethical and Trustworthy:** Models integrity, transparency, and accountability at all levels.
- **Collaborative and Supportive:** Works closely with the executive team and board members to ensure alignment and sound decision-making. Values diverse perspectives, and helps foster a respectful, inclusive board culture
- **Connector and Advocate:** Brings valuable networks and is willing to champion the organization publicly.

# Officer Profiles

## Nonprofit President – Ideal Profile

The president of our nonprofit is a big-picture thinker who cares deeply about our mission and knows how to communicate it well. They help make important decisions while staying true to what we stand for.

### Duties:

They work closely with the board, staff, and community partners to make sure the organization runs smoothly, does the right thing, and keeps moving toward its goals in a strong and lasting way.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Mission-Driven:** Genuinely committed to the corporation's purpose and able to inspire others around it.
- **Leadership Experience:** Proven ability to lead diverse teams, manage volunteers or staff, and oversee programs.
- **Strategic Thinker:** Capable of setting long-term goals and navigating complex challenges while balancing daily operations.
- **Strong Communicator:** Skilled in public speaking, advocacy, and relationship-building with donors, partners, and the community.
- **Fundraising Knowledge:** Familiar with nonprofit fundraising strategies and comfortable soliciting support.
- **Governance Savvy:** Understands nonprofit governance, compliance, and financial stewardship.
- **Collaborative Spirit:** Builds strong partnerships and encourages a culture of transparency and inclusion. Values diverse perspectives, and helps foster a respectful, inclusive board culture.

# Officer Profiles

## Nonprofit Vice-President – Ideal Profile

The vice- president of our nonprofit is a big-picture thinker who cares deeply about our mission and knows how to communicate it well. They help make important decisions while staying true to what we stand for. They are open to learning leadership.

### Duties:

They work closely with the President, Board of Directors, staff, and community partners to make sure the organization runs smoothly, does the right thing, and keeps moving toward its goals in a strong and lasting way.

The Vice-President is responsible for assuming the President's duties and responsibilities when the President so designates or is unavailable.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Mission-Driven:** Genuinely committed to the corporation's purpose and able to inspire others around it.
- **Leadership Experience:** Proven ability to lead diverse teams, manage volunteers or staff, and oversee committees and programs as directed by the President.
- **Strategic Thinker:** Capable of setting long-term goals and navigating complex challenges while balancing daily operations as directed by the President.
- **Strong Communicator:** Skilled in public speaking, advocacy, and relationship-building with donors, partners, and the community.
- **Fundraising Knowledge:** Familiar with nonprofit fundraising strategies and comfortable soliciting support.
- **Governance Savvy:** Understands nonprofit governance, compliance, and financial stewardship.
- **Collaborative Spirit:** Builds strong partnerships and encourages a culture of transparency and inclusion. Values diverse perspectives, and helps foster a respectful, inclusive board culture.

# Officer Profiles

## Secretary of the Board – Ideal Profile

The secretary of our nonprofit is a super organized person who makes sure all board documents are correct, easy to find, and follow the rules. They help the board stay on track by keeping clear and up-to-date records of meetings and decisions.

### Duties:

As an important board member, the secretary takes care of the corporation's official records and helps keep things transparent, well-communicated, and easy to look back on when needed.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Organized and Detail-Oriented:** Keeps meticulous records and manages documents with care and accuracy.
- **Strong Communicator:** Able to clearly record, summarize, and distribute meeting minutes and board communications.
- **Knowledgeable about Governance:** Understands board operations, nonprofit bylaws, and legal recordkeeping requirements.
- **Reliable and Discreet:** Handles sensitive information with professionalism and confidentiality.
- **Tech-Savvy:** Comfortable using digital tools for document storage, board portals, or virtual meetings.
- **Timely and Responsive:** Ensures that notices, agendas, and minutes are distributed promptly and in accordance with bylaws.
- **Supportive Team Member:** Works closely with the board chair, president, and other officers to ensure smooth board operations.
- **Collaborative Spirit:** Builds strong partnerships and encourages a culture of transparency and inclusion. Values diverse perspectives, and helps foster a respectful, inclusive board culture.

# Officer Profiles

## Chief Financial Officer (CFO) – Ideal Profile

The CFO of our nonprofit is the person who takes care of the money and makes sure everything is handled wisely and responsibly. They know a lot about nonprofit finances and help keep the corporation stable, honest, and focused on our mission.

### Duties:

They work closely with the President and the board to manage the budget, track spending, and help make smart financial decisions. Their work helps build trust with our donors, funders, and anyone who supports or checks in on what we do.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Financial Expertise:** Strong background in nonprofit accounting, budgeting, financial analysis, fundraising, and reporting (often with a CPA or similar credential).
- **Regulatory Knowledge:** Familiar with nonprofit tax laws, grant compliance, audits, and donor-restricted funds.
- **Ethical and Transparent:** Demonstrates the highest level of integrity, accountability, and commitment to financial best practices.
- **Strategic Thinker:** Helps plan for long-term sustainability and manages financial risk in alignment with the corporation's goals.
- **Mission-Focused:** Understands how financial decisions support or hinder the organization's impact and purpose.
- **Effective Communicator:** Able to translate complex financial data into clear insights for staff, board, and funders.
- **Collaborative Spirit:** Works well with others, values diverse perspectives, and helps foster a respectful, inclusive board culture.
- **Team-Oriented Leader:** Works collaboratively with leadership, program teams, and board finance committees.

# Officer Profiles

## Treasurer – Ideal Profile

The treasurer of our nonprofit is a trusted board member who keeps an eye on the corporation's finances and helps make sure everything is handled responsibly. They act as a link between the board and the staff when it comes to money matters, helping to keep records accurate, and in line with the rules.

### Duties:

Even though the staff or CFO usually handle the accounting audits, the treasurer creates reports, reviews financial statements, checks that we're on solid financial ground, and helps guide money decisions at the board level.

**Time Commitment:** 1 Board meeting per month - 90 Minutes. 2 Planning Meetings - 1 hour per month. Monthly Community Gathering - 90 minutes. 1 Conference per year - 8 Hours. Committee meetings as necessary.

### Key Traits and Qualifications:

- **Financially Literate:** Comfortable reading financial statements, budgets, and audit reports; experience in finance, accounting, or business is highly beneficial.
- **Compliance-Conscious:** Understands IRS requirements, grant reporting, and the financial responsibilities of nonprofits.
- **Ethical and Responsible:** Holds a strong sense of fiduciary duty, transparency, and accountability.
- **Accurate, Detail-Oriented and Organized:** Able to monitor financial trends, track performance, and ensure proper controls are in place.
- **Collaborative:** Works well with the President, CFO or finance staff, and finance/audit committees. Values diverse perspectives, and helps foster a respectful, inclusive board culture.
- **Clear Communicator:** Can explain financial matters in plain language to the board and stakeholders.
- **Supportive Leader:** Helps develop and review budgets, investment strategies, and financial policies.