

## **JOB DUTIES**

5-10-07

### **Board of Directors**

1. Sets policy to carry out the Foundation's mission
2. Approves annual budget
3. Approves fund raising plan
4. Elects officers of the Board
5. Hires/appoints choir Director and any necessary staff

### **President of the Board**

1. Provides leadership to the Board in supporting the mission of the Foundation
2. Acts as Executive Director of Inner Light Community Gospel Choir
3. Sets agenda for Board of Directors meetings and distributes the agenda in advance of the meeting
4. Chairs all Board meetings, conducting business according to the agenda
5. Appoints committee chair person for each standing and ad hoc committee
6. Sits as ex officio member on each Board committee
7. Acts as the primary liaison between the Board of Directors and the Inner Light Community Gospel choir
8. Under Board direction can sign contracts and disbursement checks on behalf of the corporation
9. Performs other duties as assigned by the Board of Directors

### **Vice-President of the Board**

1. Covers the duties of the President in his or her absence
2. Assists the President as needed
3. Performs other duties as assigned by the President or Board of Directors

### **Treasurer of the Board**

1. Acts as custodian of all corporate funds
2. Assures accurate and adequate financial records
3. Deposits all monies in banks or other depositories as designated by the Board of Directors
4. Disperses corporate funds, signing corporate checks etc.
5. Sits on the Finance Committee
6. Assures timely filing of all required reports or forms
7. Has charge of the books, records, and papers of the corporation relating to its organization and operation as a corporation
8. Performs other duties as assigned by the President or Board of Directors