

DZIMC BOARD JOB DESCRIPTIONS

November 24, 2013

Board Member

Requirements: Attend quarterly board meetings as well as any other official board business such as conference calls, email meetings, retreats, etc. Board Members shall:

- Consider, approve and support policies that support the mission of DZIMC
- Participate in program and operation planning process
- Review programs and operational procedures to ensure relevance to DZIMC mission
- Consider financial reports and ensures financial accountability of DZIMC
- Approve annual financial outline/budget
- Demonstrate support through volunteer time and attendance at DZIMC events
- Attend and participate in quarterly board meetings and all board calls to the greatest extent possible. Board Members must attend at least 2/3 of the meetings as a minimum.
- Participate in committee or officer roles
- Support DZIMC through the contribution of your time beyond board meetings, as much as 10 hours annually
- Ensure DZIMC meets the needs of the communities we serve
- Ensure financial solvency of DZIMC

Officer Descriptions

President of the Board of Directors

1. Function:

The President of the Board of Directors (President) is tasked with ensuring that the Board of Directors (Board) is aware of and fulfills its governance responsibility and complies with applicable laws and bylaws. The President further ensures that the Board conducts Board business efficiently and effectively.

2. Accountability:

The President is accountable to the Board.

3. General Responsibilities:

- The President is a Member of the Board of Directors and provides leadership and direction to the Board. The President, together with the Community Dharma Leaders, serves as a spokesperson for the organization and the Board of Directors.
- The President, in conjunction with the board, establishes the overall long and short term goals, objectives and priorities for meeting the organization's mission.
- The President is responsible for developing the agenda for the Board meetings, ensuring board materials are circulated to board members at least three days in advance of the next board meeting, and presiding over Board meetings to ensure they run effectively and efficiently.

- The President ensures that orders and resolutions of the Board are put into effect. The President (with the Secretary of the Board) maintains the records of the organization as required by law.
- The President may be the registered agent with respect to the laws of the state; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

Board Treasurer

1. The Treasurer is a member of the Board of Directors and is accountable to the Board.
2. The Treasurer manages and reports the finances of the organization:
 - Ensures that reports are accurate and timely
 - Reports to the board any financial irregularities, concerns, opportunities
 - Verifies required financial reporting forms such as the federal 990 form are submitted
3. The Treasurer administrates fiscal matters of the organization:
 - Receives, and gives receipt for, monies due and payable to the organization.
 - Disburses the funds of the organization as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
 - Oversees short and long-term investments
 - Monitors bank and investment accounts
4. The Treasurer provides annual budget to the board for members' approval:
 - In consultation with the President, prepares annual financial outline/budget
 - Monitors the financial outline/budget
 - Helps develop appropriate procedures for budget preparations and reviews consistency between the budget and the organization's plans
6. The Treasurer ensures development and board review of financial policies and procedures:
 - Recommends financial guidelines to the board such as to establish a reserve fund or to obtain a line of credit for a specified amount
 - Recommends financial guidelines to the board for intake and disbursement of funds

Board Secretary

1. The Secretary is a member of the Board of Directors and is accountable to the Board.
2. The Secretary is responsible for ensuring accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, the Secretary records the minutes of meetings, ensures their accuracy and availability, and proposes policies and practices. The minutes at a minimum include:
 - date, time, location of meeting;
 - how meeting was called and how notice was given;

- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition;
- List of action items and who will be responsible for completing them.

The Secretary will circulate a draft copy of the minutes to each board member for review and comment. Once comments have been received, the secretary will circulate revised minutes that shall be approved at the next board meeting. The Secretary will ensure that an approved copy of the minutes and resolutions are maintained on the DZIMC website. (When the website allows us to do this)

3. The Secretary is the custodian of records:

The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records would include any founding documents, (e.g., articles of incorporation), lists of Directors, Board meeting minutes, financial reports, and other official records. The Secretary is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note their applicability during meetings.

4. Membership Records:

The Secretary ensures that official records are maintained of members of the Board of Directors, including their contact information and terms, and ensures these records are available when required for reports, elections, and other votes.

5. Bylaws:

The Secretary ensures that an up-to-date copy of the bylaws is available.

6. Communication:

The Secretary ensures that proper notification is given of Directors' and members' meetings as specified in the bylaws.

7. Meetings:

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the President, the Secretary calls the meeting to order, presiding until a temporary President is elected. The Secretary records meeting minutes as described above.

8. Filing of Documents:

The Secretary may be the registered agent with respect to the laws of the state; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.