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**POLICY CATEGORY: 2. GOVERNANCE AND BOARD PROCESSES**

**POLICY TYPE: 2.A. BOARD OF DIRECTORS - ROLES AND RESPONSIBLITIES**

**POLICY TITLE: 2.A.2 *The* *Roles and Responsibilities of Board Officers***

Approved by Board of Directors – 4/25/19

The officers assure that Together SC’s governance is effective and accountable and the integrity of the board’s process and records.

1. The Chair assures the Board’s effectiveness and the integrity of the board’s process.
2. Board meetings must be consistent with good governance and the Board’s policy and bylaws.
* Meeting discussion content will be only those issues which belong to the board.
* Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
1. The Chair can make decisions and interpretations for the topics covered by board policies on Governance and Board Management Connection, except for employment or termination of the President, and where the board specifically delegates authority to others. The Chair may use any reasonable interpretation of these policies.
	* + The Chair will chair board meetings with the commonly accepted power of that position, such as ruling and recognizing.
		+ Interpretation and implementation of Board policies on Mission & Strategic Direction and Daily Operations are assigned to the President. The Chair has no authority to supervise or direct the President.
		+ The Chair may represent the board to outside parties in announcing board-stated positions and in stating Chair decisions and interpretations within the area delegated to her/him.
		+ The Chair may appoint members and a Chair for each board committee, unless otherwise stipulated by the bylaws.
2. The Vice Chair will serve as Chair in the absence of the Chair and will be responsible for any special projects or initiatives which may be assigned to them by the Chair.
3. The Treasurer assures the integrity of Together SC finances in conformance with Board Policies. He/she
* Assists the President in the preparation of the annual budget and brings it to the Board at the June meeting for approval.
* Ensures Board members have accurate, understandable financial reports.
* Oversees the auditing process for Together SC financials.
* Signs such documents as may require the signature of the Secretary/Treasurer.
1. The Immediate Past Chair serves on the Executive Committee and offers continuity and counsel to the current chair.
2. All board officers and committees are accountable to the Chair unless otherwise determined by board policy.