

Defining BEMA Officers (nonprofit office positions) v 1.1

President – The president is the head of the board. The president works in partnership with the executive director (executive team) but is not to be mistaken as the staff supervisor. The president is responsible for ensuring that the board is operating effectively and following through on its duties. The board president works with the executive team to prepare meeting agendas, and he or she presides at meetings. The president communicates directly with all board members and makes sure each committee is working well and is chaired properly. This person (along with the executive team) also represents the organization in public contexts.

First VP – The board's vice president works with the president to ensure that meetings and other activities proceed smoothly. The vice president may also take on special duties, such as chairing ad hoc committees. When the president is unavailable, the vice president assumes his or her duties. Sometimes the vice president is understood to be the next in line for presidency. In that case, the vice president can use his or her position to adjust to the primary leadership role and smooth the eventual transition between chairs.

Second VP – (Note: Was voted to be removed in a Board meeting on 1/16/2020.) Typically, a subordinate role to the First VP following similar duties. A position used for transition planning.

Treasurer - The treasurer works with the organization's bookkeeper and other staff to focus on money matters. The treasurer ensures that reporting is accurate and that the board has the information it needs to make good decisions. The treasurer often chairs the finance committee and works with an auditor. The treasurer also makes sure that cash flow and investments are properly managed.

Secretary - The secretary keeps records of your organization's board meetings and committees. The secretary also may be responsible for organizing and keeping all the corporate records related to your organization including State filings.

Governance – The governance officer leads and advises on best practice in governance, risk management and compliance, champions the compliance framework to safeguard organizational integrity, promotes and acts as a 'sounding board' on standards of ethical and corporate behavior, balances the interests of the board (or governing body), management and other stakeholders (members).

Committee Chairperson - The Chairperson is responsible for making sure that each committee meeting is planned effectively, conducted according to the governing documents and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members, building and leading the team. This person is responsible for reporting the committees progress on assigned action items.