

## **President**

### **Scope**

Serve as executive officer of FBRHR. Presides at and directs board and general meetings. Serves as *ex officio* member of all committees, except Nominating committee. Appoints chair of all standing committees. With approval from the board, appoints *ad hoc* committee chairs and provides scope of responsibility.

### **Policies and procedures**

- Chair all meetings, ensure agenda is followed and follows the general wishes of membership.
- Ensures all business is conducted in accordance of the FBRHR by-laws and standing rules.
- Serve as primary liaison between FBRHR, BLM and other partners. Develop and maintain professional and amicable relationships with BLM, partners, and other entities.
- Preparation and distribution of agenda after seeking input from board members, committee chairs and partner entities.
- Oversees all financial and other business of FBRHR.
- Responsible for preparation and distribution of FBRHR Annual Report
- Prepares, with the Treasurer, the annual budget.
- Ensures that committee and officer reports are available for meetings.
- Will develop, with board assistance and input, short and long-term goals and methods of implementation.
- Will be knowledgeable of board and committee responsibilities as well as on-going projects.

### **Additional information**

The President:

- Will communicate any issues or concerns the board.
- Will actively participate in recruiting candidates for board succession.
- Will be knowledgeable of FBRHR bylaws and standing rules.

**Estimated time required per month – 40 to 60 hours**

## **Vice President**

### **Scope**

Assist the president and assume the duties of the president in the event of his/her absence. Knowledge of president's responsibilities and duties as well as committee and board activity. Develop and implement programs or procedures.

### **Policies and procedures**

- Assist with program development as requested or needed.
- Assist with budget preparation as requested or needed.
- Assist with the development of short and long-term goals.
- Assist with special events as requested or needed.
- Coordinate joint planning sessions between BLM and other partners.
- Working with Community Relations, develop and maintain a professional and amicable relationship between Friends, BLM, partners, media, politicians, and private entities.

### **Additional information**

The Vice President:

- Will communicate any issues or concerns to the president and/or the board.
- Will actively participate in recruiting candidates for board succession.
- Will attend, and participate in board, executive committee, and general meetings.
- Will be knowledgeable of FBRHR bylaws and standing rules.

**Estimated time required per month – 20 to 30 hours**

## **Secretary**

### **Scope**

Recording officer for FBRHR. Will create and distribute meeting minutes in a timely manner. Maintain all board records, including correspondence, committee reports, and minutes. Will attend scheduled board, executive committee, and general meetings. Participate in board discussions and voting.

### **Policies and procedures**

- Collects and compiles committee and board reports prior to a scheduled and announced meeting.
- Prepares and distributes minutes to meeting attendees as well as uploading to secure website.
- Maintain confirmed copy of bylaws.
- Submits summaries of board meetings, quarterly and annual meeting, as well as bylaw amendments.
- Will keep member names and addresses as provided by Membership.

### **Additional information**

The Secretary:

At the president's request, notify officers, chairs and members of board meetings.

- Will communicate any issues or concerns to the president and/or the board.
- Will assist with development and implementation of short and long-term goals.
- Actively participate in recruiting candidates for board succession.

**Estimated time required per month – 8 to 12 hours**

## **Treasurer**

### **Scope**

Maintain a record of all financial transactions and ensure a record of deposits into appropriate FBRHR bank accounts. Reconciliation monthly of bank, and other, accounts. Provide accurate and timely fiscal reports at Board and general membership meetings or as requested. Will attend scheduled board, executive committee, and general meetings. Participate in board discussions and voting.

### **Policies and procedures**

- Maintain the file of essential records including payment and expenditure receipts, bank records, and other appropriate information.
- Participate in preparing the FBRHR fiscal year January 1 through December 31 budget.
- Prepare year-end financial reports no later than December 31 for tax preparation.
- Ensure outstanding payments (planned donations or sales invoices) are received by due dates.
- Make timely payments as directed by the Board in accordance with established procedures and policies.
- Provide monthly budget status to the board, committee chairs and appropriate BLM personnel.
- Participate in discussion on FBRHR policies, expenditures, and programs, voting as needed.
- Ensure policies regarding reimbursement are followed and pay such reimbursements in a timely manner

### **Additional information**

The Treasurer:

- Will communicate all financial concerns to the President.
- Will work with all committee chairs regarding budget allocations and incoming funds.
- Will provide the BLM NCA Manager, or their designee, with appropriate budget report as requested

**Estimated time required per month** – 8 to 12 hours with greater time commitment during member acquisition/renewal periods due to increased deposits