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General Responsibilities for All Directors

• Attend all board and committee meetings and functions
• Be informed about the organization’s mission, programs, and governance
• Think critically and ask critical questions
• Voice dissent and make sure it is documented
• Review materials prior to and after board and committee meetings
• Must know enough to know when to hire a professional (and do so!)
• Make a financial contribution to the organization
• Inform others about the organization through marketing & public relations
• Suggest possible nominees to the board
• Do no direct requests to staff
• Avoid conflicts of interest
• Interest of organization always comes before your own

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President Duties

• Acts as the principal executive officer of organization
  • Subject to the overall direction and control of Board and Members
• Presides over all Board of Directors meetings
• Ensures all resolutions and directives of the Board are carried out
• Acts as general superintendent over all officers and ensures their duties are performed properly
• Can be ex-officio member of all standing committees
• Signs any instruments that the Board has authorized to be executed
• In absence of Executive Director, acts in all roles and responsibilities of Executive Director
Vice President Duties

• In the absence or incapacity of the President, acts and performs all the duties of the President.
Treasurer Duties

• Has oversight of the finances of the organization
  • Does not necessarily mean acting as an accountant or bookkeeper
• Works closely with the staff, accountant, or bookkeeper
• Must keep a full and correct account of receipts and disbursements in books
• Deposit all moneys or valuable effects to the credit of the organization in the bank
• Disposes funds of organization as ordered by the Board
• Provide proper vouchers for disbursement of funds
• Give account of all transactions and overall financial condition of the Organization to the Board
• Cannot serve both as Treasurer and any role that is compensated
Secretary Duties

• Provides all notices of meetings and other reasons per the bylaws to the Board

• Supervises the custody of all records and reports

• Responsible for reporting and maintaining records of all Board meetings

• Keeps track of membership lists, dues, and requirements under the bylaws
Executive Director Duties

- Not all nonprofits have an Executive Director
- Is hired and fired by the Board
- Acts as the CEO of the Organization and is subject to the direction of the Board
- Generally supervises the business and affairs of the Organization in accordance to the policies formulated by the Board
- Responsible for day-to-day affairs of Organization
- Reports directly to the Board and must keep them fully informed on their activities
- Can be ex-officio non-voting member of the Board and all committees
- Should attend all Board, committee, task forces, and advisory meetings
- Makes recommendations to the Board and the committees on matters that affect policies and objectives of Organization
- May appoint or employ any professional and support staff or agents necessary to serve the Organization
Thank you for watching!

If you have questions about the content of this video or need pro bono legal assistance, please email clp@clccrul.org or visit https://www.clccrul.org/community-law-project.