



Washington Neighborhood Center Policies and Procedures for Board Officers

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1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

All Board Officers are expected to support this mission in every way.

2) Officer descriptions and responsibilities

President

Officer Description:

Subject to the control of the Board, the President shall have the general supervision, direction and control of the business of the WNC. The President will attend all Board meetings, regular and special, make appointments, call any special meetings, vote to break a tie, see that all books, reports, and certificates required by law are properly kept, present at Board meetings any communication addressed to him/her as the President of the organization, and shall have the general powers and duties vested in the office of President of a like, non-profit, charitable organization. The

President shall also serve as the Chairperson of the Operations, Planning, or Logistics Committee.

Responsibilities

- Signing all forms that require signature of WNC President
- Review files, financial documents, and committee reports
- Present WNC update at every quarterly board meeting and full report at every annual meeting.
- Review the working budget for all expenses and income

Accountability

The President serves under the authority of the WNC Board of Directors. All actions of the President are subject to the review of the Board. Any changes to officer descriptions or responsibilities must be approved by the Board.

Vice President

Officer Description:

The Vice President shall, in the absence or disability of the President, perform all of the duties of the President, and when so acting, shall have the powers of, and be subject to the restrictions on, the President. He/She will also have such other powers and perform such other duties as may be imposed by law or as may be assigned by the Board. The Vice President shall also serve as the Chairperson of the Operations, Planning, or Logistics Committee.

Responsibilities

- Assist President as needed
- Complete all responsibilities of President if President cannot do so
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Accountability

The President serves under the authority of the WNC Board of Directors. All actions of the President are subject to the review of the Board. Any changes to officer descriptions or responsibilities must be approved by the Board.

Secretary

Officer Description:

The Secretary shall keep or cause to be kept a record of minutes of all the Board and Executive Committee meetings and ensure the maintenance of proper documents concerning the Board and WNC business. It shall be his/her duty to file any certificate required by any statute, federal or state. He/she shall present at Board meetings any communication addressed to him/her as the secretary of the organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary. The Secretary shall also serve as the Chairperson of the Operations, Planning, or Logistics Committee.

Responsibilities

- Maintaining organized files of all relevant WNC documents.
- Providing such documents upon request of Board
- Creating and distributing minutes and agendas for all Board meetings
- Carrying out any needed correspondence on behalf of the WNC Board

Accountability

The Secretary serves under the authority of the WNC Board of Directors. All actions of the Secretary are subject to the review of the Board. Any changes to officer descriptions or responsibilities must be approved by the Board.

Treasurer

Officer Description:

The Treasurer shall have charge and custody of and be responsible for auditing all accounts of funds and securities of the Corporation, and deposits of all such funds in the name of the Corporation. He/She shall also keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains and losses, and shall perform other duties as may be assigned by the Board. The Treasurer shall be the Chairperson of the Finance Committee.

Responsibilities

- Depositing all funds from all fundraisers, grants, donations, etc.

- Reviewing and filing all fiscal reports from fundraisers, etc.
- Reviewing and paying all bills in a timely manner
- Signing checks and delivering, mailing, etc.
- Signing financial documents
- Presenting budget update at every quarterly board meeting and full budget report at every annual meeting.
- Create working budget for all expenses and income

Accountability

The Treasurer serves under the authority of the WNC Board of Directors. All actions of the Treasurer are subject to the review of the Board. Any changes to officer descriptions or responsibilities must be approved by the Board.

3) Authority

All officers have the authority to carry out the responsibilities as outlined above and to make decisions related to these responsibilities, provided that the Board is notified of all such decisions. The Board retains the authority to review and support or reverse any decisions made by any officer.