

V.O.I.C.E.S.

Very Outstanding Individual Citizens Empowering the State

Duties of Executive Board Officers

Responsibilities of the President:

1. Preside over monthly Board meetings.
 - a. Contact each executive officer at least one week before each meeting to remind and gather suggestions for the upcoming meeting.
 - b. Contact Children's Home + Aid staff facilitator to provide information for upcoming meeting and assist with forming the agenda.
 - c. Call the meeting to order.
 - d. Acknowledge any visitors, new members, guest presenters, staff, etc.
 - e. Read out loud the flow of the agenda and proceed to follow each item in order if there are no objections.
 - f. Facilitate the completion of any business that comes before VOICES.
 - g. Adjourn the meeting when all business has been conducted and there are no pending questions or unfinished business.
2. Facilitate constant communication between VOICES and Children's Home + Aid staff.
3. Act as the chief spokesperson for VOICES.
 - a. Represent VOICES when its presence is requested at special meetings, conferences or events. (The President can either accept the invitation or delegate to another VOICES member.)
 - b. Represent VOICES when arranging for the Board's presence at special meetings, conferences or events.
 - c. Speak with necessary Children's Home + Aid staff to discuss the issues and concerns of the agency's foster youth.

Responsibilities of the Vice President:

1. Preside over monthly Board meetings in the President's absence.
 - a. See President's responsibilities.
2. Assist with the monthly Board meetings.
 - a. Contact president at least one week before the meeting to discuss suggestions for the meeting agenda.
 - b. Facilitate any delegated part of the monthly Board meeting.
3. Assist President with public relations and Board missions.
 - a. Represent VOICES when its presence is requested at special meetings, conferences or events as delegated by the President.
 - b. Speak with necessary Children's Home + Aid staff to discuss the issues and concerns of the agency's foster youth.

Responsibilities of the Secretary:

1. Act as the chief recorder for all Board meetings.
 - a. Record and organize minutes for all Board meetings. Meetings should be clear, concise and accurate accounts of Board meetings. Minutes should state who is present at each meeting. Minutes should state when the meeting started and adjourned. Minutes should state whether minutes from the previous meeting were approved. Minutes should identify any actions taken during the meeting.
 - b. Submit a copy of the handwritten minutes to the President and Children's Home + Aid staff facilitator following each Board meeting.
2. Assist President and Vice President with monthly Board meetings.

- a. Conduct the reading and approval of the minutes.
- b. Assist with distributing papers that are passed out during Board meetings.

Responsibilities of the Sergeant at Arms:

- 1. Maintain order at all Board meetings.
 - a. Address Board at meetings. (Turn off cell phones, wait to be addressed before speaking, etc.)
 - b. Call for order when discussions or debates are out of hand or when members are being disruptive or loud.
 - c. Ask guests and members to remain seated and refrain from talking while meeting is being conducted.
 - d. Respectfully ask persons, including members, who are continually disruptive to leave the meeting until that such individual can return to the meeting without being disruptive.
- 2. Ensure that the monthly Board meetings are running properly.
 - a. Possess a working knowledge of the Board parliamentary procedure. The Sergeant at Arms serves as the parliamentarian and should know basic protocol for conducting meetings, making motions, and rules for voting.
 - b. Assist the President with conducting Board meetings by calling the meeting to the order of the day when the President deviates too far from the agenda.

Responsibilities of the Treasurer

- 1. Maintain records of all Youth Board funds
 - a. Hold the Board's money, with the assistance of Agency staff person.
 - b. Report on finances at every Board meeting.
 - c. Manage spending of money, with the Board approval.

Organize and attend fundraising event.