



Friends of the Japanese House and Garden Executive Committee Job Description Overview

President

1. Is a member of the Board
2. Is a partner with the Executive Director in achieving the organization's mission
3. Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable.
4. Chairs meetings of the Board after developing the agenda with the Executive Director.
5. Encourages Board's role in strategic planning.
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Ensures bimonthly reporting by committee chairs.
8. Serves *ex officio* as a member of committees and attends their meetings when invited.
9. Discusses issues confronting the organization with the Executive Director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities.
14. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members with Governance Committee.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

First Vice President

This position is typically successor to the President position.

1. Is a member of the Board.
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description).
3. Acts as chair of Governance Committee.
4. Reports to the Board's Chair.
5. Works closely with the Chair and other staff.
6. Participates closely with the Chair to develop and implement officer transition plans.
7. Acts as Compliance Officer, per the Whistleblower Policy.
8. Performs other responsibilities as assigned by the Board.

Second Vice President

1. Is a member of the Board.
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description).
3. Reports to the Board's Chair.
4. Works closely with the Chair and other staff.
5. Participates closely with the Chair to develop and implement officer transition plans.
6. Acts as alternate Compliance Officer, per the Whistleblower Policy.
7. Performs other responsibilities as assigned by the Board.

Treasurer

1. Is a member of the Board.
2. Manages finances of the organization.
3. Administrates fiscal matters of the organization.
4. Provides annual budget to the board for members' approval.
5. Ensures development and board review of financial policies and procedures.

Secretary

1. Is a member of the Board.
2. Maintains records of the board and ensures effective management of organization's records.
3. Manages minutes of board meetings.
4. Ensures minutes are distributed to members shortly after each meeting.
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Committee Chair Job Description

1. Is a member of the Board.
2. Develops annual and long-term workplans for the committee.
3. Generates committee reports for advance distribution for bimonthly board meeting
4. Ensures that members have the information needed to do their jobs.
5. Oversees the logistics of committee's operations.
6. Reports to the Board's President.
7. Reports to the full Board on committee's decisions/recommendations.
8. Works closely with the Executive Director and other staff as agreed to by the Executive Director.
9. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
10. Initiates and leads the committee's annual evaluation.