

Board Member Position Descriptions and Timeline of List of Duties

PRESIDENT

The President initiates and presides over regular Board conference call meetings, recognizes OBI accomplishments and efforts, and generally encourages organization involvement. S/he identifies the organization's long-term goals and is responsible for moving the Board and the membership body toward achieving those goals in accordance with OBI's mission and by-laws. The President develops short term goals and coordinates implementation of those goals, as voted on by the Board. S/he oversees the OBI elected officials and committees, requests regular updates, provides guidance and encouragement to committee leaders and members in accomplishing committee tasks, and appoints committee Chairs annually.

January

- Schedule a Board meeting; discuss getting started on sending out dues notices (usually done by one of the DALs), finances, etc.
- Send a letter out to the membership with news and goals for the year.
- Contact previous Committee Chairs to discuss continuing as chair, or select new ones; meet with chairs to discuss duties, written or oral reports to the Board, etc., ask them to utilize the members who volunteered to serve on their committee. (In recent years, this task has been delegated by the President to the Past President.

February

- Directors & Officers Insurance premium is due by February 28th. It is greater than \$1000.00, so it requires counter signature by the President.

March/April

- Consider scheduling another Board meeting for March/April; discuss progress on collection of dues, conferences, committees and other business that needs to be attended to.

May

- Federal 990N is due May 15, but the President usually do not have to sign that one (the CPA can transmit it electronically).
- Send out that year's conference announcement on letterhead noting the highlights; include registration form, hotel reservation instructions and transportation/entertainment options. That info should also be placed on website. Future updates usually should come from the conference planners/chair of Planning Committee.
- Send email to membership explaining Member of the Year award and asking for nominations. Give a firm deadline. Send out reminders every few weeks and forward all nominations to Board for consideration.

June

- Work towards scheduling another Board meeting May/June or June/July.
- The Illinois Charitable Organization Annual Report is due on June 30, and usually the Treasurer is receiving the return from the CPA fairly close to that date. The Treasurer will usually overnight the return to the President with a check for the \$15 filing fee. The President

signs where indicated and will overnight it to the Illinois AG's Office. OBI has filed for an extension if the CPA's work load or the President's availability to sign the return in late June makes that deadline problematic. There is no penalty for that and is very infrequent.

July

-Maintain frequent communication with the Treasurer and the conference planners as the registrations and conference planning questions begin to come in.

August

-Consider another Board meeting for late July/August to discuss the usual topics, such as finances, membership, committees, etc. along with last minute conference issues and selection of the MOY.

September

-The cutoff date for the conference hotel room block is typically first week of September. There will be a big push to get attendees registered to meet contract requirements as many jurisdictions wait until the last minute to determine whether they will send their members to the conference.

-Purchase and facilitate obtaining or the creation of awards for the banquet ceremony held during the dinner on Thursday night of the conference.

October

-Prepare agenda for Board meeting, opening & possible closing remarks for conference, and remarks for awards during banquet.

-Follow up with the conference planner and the Treasurer after all the conference bills are paid, etc.

November

-Attend to any follow up post conference issues.

-Work on recruitment of future conference hosts.

December

-Consider a final Board meeting for the year, especially during transitions of members of the Board.

General Anytime

-Respond to member inquiries.

-Request volunteers to host upcoming conferences. One long term goal is to try to work towards getting hosts to commit to hosting a conference about 2 years out to prevent past problems where a jurisdiction had to step up and agree to host the conference at the beginning of the year they hosted. Once a jurisdiction commits, try to get their conference planners visiting hotels and working on securing a contract for Board review and the President's signature before the current year's conference is held.

-In addition to seeking hosts through membership emails, try to get members interested in hosting future conferences during the current conference. This can be a way to generate further conversations with a few interested jurisdictions in the few months post conference.

-If a state with a genuine interest contacts any Board member, that member should get them in contact with the President to send them a couple of previous contracts, a task timeline previously provided by Carla in CO, past agendas and an example of a budget spreadsheet.

-Ask for volunteers for committees and provide information about the different Board positions and each committee for those members pondering greater involvement with OBI.

-Ask for Case of the Month submissions to be sent to Michelle/or whomever the future designee is.

-Send correspondence on letterhead as needed.

-Attend to any matters that come up throughout the year.