



ECHO – East County Historical Organization

Board Position Title – President

Regular Term – Two years

Reports to – Entire Membership, including Board of Directors

ECHO's Bylaws provide: *(subject to updates)*

Article V, Section 1. Officers and Their Duties - The President shall preside at all meetings of the Board. The President shall determine the times and places of Board meetings, and give adequate notice to all Board members of such meetings. The President, with the approval of the Board, may establish committees, appoint members thereof, and oversee their functions. The President may appoint them self, or other Board members, to serve as ex-officio members of committees. The President is the chief administrative officer, subject to the authority of the Board, and shall perform such duties as are assigned by the Board. The President shall sign and execute all deeds, encumbrances, conveyances, and contracts when authorized to do so by the Board.

Role:

The President ensures that the Board of Directors fulfills its responsibilities for the governance of the organization. They are a partner to the Executive Director, helping them achieve the mission of the organization. They also optimize the relationship between the board and staff.

Requirements:

1. Review, understand, and commit to the Member at Large position
2. Established leadership experience within a non-profit board
3. Personal commitment to devote the time necessary to perform the responsibilities of President
4. Understanding of administration for non-profit organizations
5. Familiarity with ECHO's meeting procedures

Responsibilities:

1. Oversees board and executive committee meetings; working with the Executive Director to develop the agenda; Calls special meetings, if necessary.



2. Ensures the Board of Directors (and its individual members) functions effectively, interacts with staff optimally, and fulfills its duties.
3. Appoints all committee chairs, and with the Executive Director, recommends who will serve on committees.
4. Serve ex officio as member of committees and attend their meetings when possible.
5. Reflect any concerns staff have regarding the role of the board or individual members.
6. Reflect to the Executive Director the concerns of the board and other constituencies.
7. Help guide and mediate board actions with respect to organizational priorities and governance concerns.
8. Conduct an annual performance evaluation of the Executive Director.
9. Oversees searches for a new chief executive
10. Encourage the board's role in strategic planning.
11. Designated as one of the signing officers for certain documents. In this capacity, the President will be authorized or required to sign/countersign checks, correspondence, applications, reports, contracts, and other documents on behalf of organization.
12. Monitor the financial planning and financial reports.
13. Ensure that structures and procedures are in place for securing the resources required by the organization.
14. Play a leadership role in fundraising activities, including, but not limited to, personal/professional contributions of service or money (*contribution to the organization commensurate with ability*).
15. Acts as an alternate spokesperson for the organization
16. Evaluate annually the performance of the organization in achieving its mission.
17. Assist Vice President in annually focusing the board's attention on matters of institutional governance that relate to its own structure, role and relationship to staff.
18. Assists Executive Director in conducting new board member orientation.
19. Performs other responsibilities as assigned by the Board.

Additional Time Commitment: (approximate)

- Board and executive committee organization (2-4 hours per month)
- Meetings to discuss administration, planning, and oversight of ECHO (4-6 hours per month); ED management (as needed)
- Fundraising and spokesperson duties (1-3 hours per quarter)



EAST COUNTY HISTORICAL ORGANIZATION

PO Box 946, Fairview, OR 97204 | 503-618-0946
info@echohistory.org | www.echohistory.org

- New board member orientation planning (1-3 hours per year)
- Miscellaneous phone calls and video chats to discuss planning and management (1-3 hours per month)
- Other planning and management tasks (as needed)

Note: This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the President but it is not necessarily the President who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.