



Chairman of the Board / President

Per AJL's bylaws: If a chairman of the board is elected he or she shall preside at meetings of the board and shall exercise and perform such other powers and duties as the board may assign from time to time. If there is no president, the chairman of the board shall also be the executive officer and shall have the powers and duties of the president of the corporation prescribed by these bylaws.

Subject to such supervisory powers as the board may give to the chairman of the board, if any, and subject to the control of the board, the president shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers. The president shall preside at all members' meetings, if any, and in the absence of the chairman of the board, or if there is none, at all board meetings. The president shall have such other powers and duties as the board or the bylaws may prescribe.

Job description:

- Oversees board and executive committee meetings
- Works in partnership with the executive director to make sure board resolutions are carried out
- Calls special meetings if necessary
- With the executive director, appoints all committee chairs
- Assists executive director in conducting new board member orientation
- Oversees searches for a new executive director
- Coordinates executive director's annual performance evaluation
- If required, periodically consults with board members on their roles and helps them assess their performance

Vice President

Per AJL's bylaws:

If the president is absent or disabled, the vice presidents, if any, in order of their rank as fixed by the board, or, if not ranked, a vice president designated by the board shall perform all duties of the president. When so acting, a vice president shall have all powers of and be subject to all restrictions on the president. The vice presidents shall have such other powers and perform such other duties as the board or the bylaws may prescribe.

Job description:

- Attend all board meetings
- Serve on the executive committee if one exists and the president is not serving on the executive committee
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership



Secretary

Per AJL's bylaws:

Book of Minutes. The secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the board, of committees of the board, and of members' meetings, if any. The minutes of meetings shall include the time and place of that the meeting was held, whether the meeting was annual, regular or special general and, if special, how authorized, the notice given, the names of those present at board and committee meetings, and the number of members present or represented at members' meetings, if any. The secretary shall keep or have kept at the principal office in Colorado, a copy of the articles of incorporation and bylaws, as amended to date.

Notices, Seal, and Other Duties. The secretary shall give, or cause to be given, notice of all meetings of the members, if any, of the board, and of committees of the board required by the bylaws to be given. The secretary shall keep the corporate seal in safe custody, and shall have such other powers and perform such other duties as the board or the bylaws may prescribe.

Job description:

Attend all board meetings

- Ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Treasurer

Per AJL's bylaws:

Books of Account. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by a director at all reasonable times.

Job descriptions:

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee



- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the executive director to ensure that appropriate financial reports are made available to the board on a timely basis
- With the executive director, present the annual budget to the board for approval
- Review periodic audits and answer board members' questions about the audit