

# **Abuse Counseling and Treatment, Inc.**

## **JOB DESCRIPTION**

### **PRESIDENT OF THE ACT BOARD OF DIRECTORS**

**Purpose:** To supervise board members as the principal elected officer of the board.

#### **Duties and Responsibilities:**

1. Know ACT.
2. Preside over meetings of the board and executive committee.
3. Serve as ex-officio (“by virtue of office”) member of all committees.
4. Work with the administrator to see that all orders and resolutions of the board are carried out.
5. Coordinate the work of board officers and committees of the board.
6. Call special meetings as the need arises.
7. Appoint all committee chairs.
8. Establish communication between board members and the administrator.
9. Facilitate the board’s decision-making.
10. Develop a positive working relationship with the administrator.
11. Assist the administrator in preparing the agenda for board meetings.
12. Act as official spokesperson for the board, when asked by the Chief Executive Officer and the board.
13. Oversee the search for a new administrator, when the need arises.
14. Coordinate and participate in the administrator’s annual performance evaluation.
15. Enforce guidelines for disciplining board members as established by policy.
16. Work with the Nominating Committee to recruit new board members.
17. Foster a sense of team spirit on the board.
18. Perform all other functions required by the office of the president.

#### **Rationale:**

The board president’s main responsibilities are to manage, direct and discipline board members, and to preside over all board meetings.

To effectively run meetings, the board president must work with the Chief Executive Officer to prepare an agenda, keep meeting discussion and debate focused on the issues, and move board members to a decision. The board president is also responsible for appointing board members to committees and other groups. To do this, he or she must know board members’ skills and interests.

The board president’s authority is granted to him or her only by the full board. He or she may speak publicly on behalf of the board only when given permission and only in support of the decisions of the full board. The board president should never give his or her personal opinion about a board decision to the public or news media. Under no circumstances should the board president become involved in the day-to-day management of ACT.

**JOB DESCRIPTION**  
**VICE PRESIDENT OF THE ACT BOARD OF DIRECTORS**

**Purpose:**

To maintain leadership continuity by performing the duties of the board president in his or her absence.

**Duties and Responsibilities:**

1. Know ACT.
2. Attend all board meetings.
3. Know the board president's duties.
4. Be prepared to perform the board president's duties when called to do so.
5. Serve on the executive committee.
6. Serve on at least one important committee.
7. Work closely as a consultant and advisor to the board president.
8. Develop rapport and a close working relationship with the Chief Executive Officer and board president.
9. Carry out special assignments from the board president.

**Rationale:**

The board vice president's main responsibility is to provide continuity of leadership in the absence of the board president. To prepare for this role, he or she should serve on the executive committee, serve on at least one important committee, and work closely with the Chief Executive Officer and board president. Under no circumstances should the board vice president become involved in the day-to-day management of ACT.

The vice president is an active player on the board leadership team. Just like the board president, the board vice president acts only on the authority of the board.

## **JOB DESCRIPTION SECRETARY OF THE ACT BOARD OF DIRECTORS**

### **Purpose:**

To oversee the maintenance of all board records and ensure their accuracy and safety.

### **Duties and Responsibilities:**

1. Know ACT.
2. Attend all board meetings.
3. Serve on the executive committee.
4. Serve on at least one other important committee.
5. Make sure that board members are notified of the times and dates of all meetings.
6. Works with staff designated by Chief Executive Officer to assure the maintenance of records of the board and ensure their safety.
7. Review board meeting minutes for accuracy.
8. Works with staff designated by Chief Executive Officer to keep a register of board members' addresses and phone numbers.
9. Assume the duties of president in the absence of the board president, and vice president.
10. When necessary, obtain information from records and minutes to help board members in the decision-making process.

### **Rationale:**

The board secretary works with the Chief Executive Officer or staff that the Chief Executive Officer has designated, to keep track of the board documents and records, ensure the accuracy of meeting minutes, and keep the board posted on meeting dates and times.

Under no circumstances should the board secretary become involved in the day-to-day management of ACT's records.

The board secretary should participate fully in board meetings, just like any other board member. The board secretary is responsible for recording the minutes of meetings. It is the board secretary's responsibility to see that the minutes are recorded appropriately.

## **JOB DESCRIPTION TREASURER OF THE ACT BOARD OF DIRECTORS**

### **Purpose:**

To help ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of the financial records.

### **Duties and Responsibilities:**

1. Know ACT.
2. Attend all meetings.
3. Using the proper chain of command, work with staff to review and submit full and accurate financial data to the rest of the board.
4. Review ACT's annual audit and answer any questions other board members may have about it.
5. Advise the board in hiring the auditor.
6. Ensure that the board's financial policies are being followed.
7. Give regular reports to the board as to the financial health of the organization.
8. Chair the finance committee if requested to do so by the president or act as liaison from the finance committee to the board.
9. Serve on the executive committee.
10. Work with the administrator and staff to prepare the organization's annual budget and present the budget to the board for their approval.
11. Review ACT insurance policies for sufficiency.
12. Review ACT's risk management procedures to reduce ACT's exposure.

### **Rationale:**

The role of the board treasurer is to ensure the financial integrity of the organization. He or she accomplishes this primarily through a review of an independent audit performed by an accounting firm the Board has approved in conjunction with the Chief Executive Officer.

Under no circumstances should the board treasurer become involved in the day-to-day management of ACT's finances. Neither should he or she approach staff who have been delegated this responsibility without being directed to do so by the Chief Executive Officer.

Staff members with the approval of the Chief Executive Officer will keep the board treasurer informed regularly on ACT's financial condition.

## **JOB DESCRIPTION MEMBER OF THE ACT BOARD**

### **Purpose:**

To act as a voting member of the board with full authority and responsibility to develop policies, and regulations for the operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the Chief Executive Officer with the resources to meet the needs of those ACT serves.

### **The Full Board's Responsibilities:**

1. Establish policy.
2. Hire and evaluate the Chief Executive Officer.
3. Secure adequate funding for the organization.
4. Create and update a long-range plan for the organization.
5. Select and support ACT's board officers and periodically review their performances.
6. Periodically review the performance of the board as a whole.
7. Approve contracts as appropriate.

### **Individual Board Member's Duties:**

1. Become knowledgeable about ACT.
2. Attend all board meetings and activities, including special events and board retreats.
3. Attend board orientation.
4. Attend volunteer training and tour ACT facilities.
5. Come to board meetings well-prepared and well-informed about issues on the agenda.
6. Contribute to meetings by expressing your point of view.
7. Consider other points of view, make constructive suggestions and help the board make decisions that benefit those ACT serves.
8. Serve on at least one committee.
9. Represent ACT to your friends, the public and to organizations to which you belong.
10. Support ACT through a personal financial contribution.
11. Support ACT by attending fundraising events.
12. Assume board leadership role when asked.
13. Keep the administrator informed about any concerns from the community.
14. Keep the board president informed about community or personal concerns.

### **Rationale:**

Board members set broad policies and goals, and give the administrator free rein to implement them in the day-to-day management of the organization. Individual members of the board, however, have no authority to act independently of the full board. When they do, it can seriously damage ACT's ability to carry out its mission, board team spirit and ACT's image to the community. Board members who abuse their position this way should be disciplined or censured.

Board members also have the responsibility to approve an annual budget that ensures it can meet its financial needs. In addition, board members monitor the overall financial health of their organization by reviewing annual reports of an auditor recommended by the Chief Executive Officer and the finance committee. This, however, does not mean that they should interfere with the Chief Executive

Officer's responsibility to make day-to-day operational expenditures. Under no circumstances should board members become involved in the day-to-day management of ACT.

Individual board members should attend all board meetings and actively participate in them, and serve on committees or as board officers. Finally, board members have the responsibility to know and fulfill their proper role as board members and to act in the best interests of those ACT serves.

## **JOB DESCRIPTION CHAIRPERSON OF A ACT BOARD COMMITTEE**

### **Purpose:**

To supervise the work of the board committee, delegate responsibilities to accomplish committee goals and report activities and recommendations to the full board.

### **Duties and Responsibilities:**

1. Know ACT.
2. Attend all meetings.
3. Call and preside over meetings of the committee.
4. Set the agenda for committee meetings.
5. Record decisions and recommendations made by the committee in the form of minutes.
6. Set annual goals and objectives for the committee in conjunction with the Chief Executive Officer and board president to accomplish the board's strategic plan.
7. Report the committee's activities and recommendations to the board.
8. Invite the Chief Executive Officer and board president to all committee meetings.
9. Work with the Chief Executive Officer and board president to decide who should serve on the committee.
10. Delegate responsibilities to other committee members and encourage their full participation.
11. Evaluate the work of the committee with other committee members, the board president and Chief Executive Officer.

### **Rationale:**

The job of the committee chairperson is to facilitate the work of the committee by helping members stay focused on the issues, reach decisions and make recommendations. He or she needs to work closely with the Chief Executive Officer and board president, and should invite the administrator and board president, as ex-officio committee members, to attend all meetings.

## **JOB DESCRIPTION ACT EXECUTIVE COMMITTEE**

### **Purpose:**

To act in the name of the full board when it is not in session, or to deal with emergencies that require immediate attention.

### **Committee Guidelines:**

1. The Executive Committee is delegated the powers and the authority of the full board when the full board is not in session.
2. The president of the board is the chairperson of the executive committee.
3. Members of the executive committee include the officers, the Chief Executive Officer and the past presidents of the board.
4. All actions of the executive committee are subject to approval by the full board.

### **Duties and Responsibilities:**

1. Know ACT.
2. Keep the full board informed about the executive committee's activities.
3. Oversee the annual strategic planning process or appoint a separate planning committee for this purpose.
4. Make recommendations to the full board on hiring a new administrator.
5. Make recommendations to the full board for authorization of non-budgetary expenditures.
6. Assign and monitor the work and recommendations of standing committees.
7. Meet in the event of an emergency.
8. Make decisions when the full board designates special responsibilities to the executive committee.
9. Serve as a sounding board for the Chief Executive Officer.
10. Conduct the Chief Executive Officer's annual performance review in conjunction with the Personnel Committee.
11. Make annual salary recommendations for Chief Executive Officer in coordination with the finance committee, to the board.

### **Rationale:**

The executive committee handles exceptional board business when the board is not in session. The full board is responsible for approving decisions made by the executive committee. The executive committee meets when an emergency needs to be dealt with immediately, and the full board cannot be convened. The executive committee may also delegate responsibilities to the board's standing committees and monitor their work. Members of the executive committee should not interfere with the Chief Executive Officer's job of managing the day-to-day operations of ACT.

## **JOB DESCRIPTION ACT FINANCE COMMITTEE**

### **Purpose:**

To ensure ACT financial stability by providing oversight on its budget, insurance, risk and investments.

### **Members:**

Treasurer of the board, Chief Executive Officer, and other members with special expertise appointed by the board president.

### **Duties and Responsibilities:**

1. Know ACT.
2. Write and regularly update a long-range financial plan for the organization.
3. Work with the Chief Executive Officer to develop an annual budget and seek approval of the budget from the full board.
4. Work with the Chief Executive Officer to define the short-term and long-term funding needs of the organization and communicate this to the fund development committee.
5. Personally and actively support the budget to funding sources, and lobby for funding approval.
6. Establish an investment policy to enhance the organization's income and allow the Chief Executive Officer to implement the policy.
7. Ensure that generally accepted accounting principles are practiced by ACT.
8. Report the results of an annual audit by an independent auditing firm recommended by the administrator to the committee and approved by the board.
9. Keep the full board regularly informed of the general financial status of ACT.
10. Review monthly financial statements and financial analyses.
11. Review and approve key financial and operating policies, goals and objectives.
12. Review all proposals that require a long-term commitment of ACT's resources and make recommendations to the board relevant to the adoption of such policies.
13. Present to the board recommendations on matters related to financial institutions, including loans, investments, bank accounts and specific funds established by ACT as recommended by the Chief Executive Officer.
14. Provide financial perspective and advice on issues being addressed by other board committees as requested.
15. Provide advice and consultation to the Chief Financial Officer (Bookkeeper) and Chief Executive Officer as requested.
16. Regularly review ACT's insurance policies and make recommendations to the Chief Executive Officer.
17. Assess organizational risk and make recommendations to the Chief Executive Officer and board.

### **Rationale:**

The primary role of the finance committee is to provide the expertise needed to assure the full board that the organization is on sound financial footing. To perform this role effectively, committee members need to work as a team with the Chief Executive Officer, Chief Financial Officer, as well as auditors, bankers and other financial professionals.

The finance committee does not relieve other board members of responsibility for the financial well being of ACT. Members of the finance committee, however, should not interfere with the Chief Executive Officer's job of managing the day-to-day expenditures of ACT.