

# Okemo Valley TV Board of Directors

## Job Description

Officer Title: President

### **Description:**

The President is the highest ranking Officer on the Board of Directors and presides over all regular meetings, executive sessions, and serves as an ex officio member of all Okemo Valley TV committees.

The President is elected by the Board of Directors after the annual Board of Directors elections.

### **Essential Duties:**

- Partner with the Executive Director in assuring the organization achieves its mission and goals
- Working with the Executive Director, set meeting schedules, organizational goals, deadlines, and perform duties related to general planning
- Provides leadership to the Board of Directors
- Chairs / presides over meetings of the Board of Directors and develops agendas for regular meetings with the Executive Director
- Oversees the strategic planning for the organization and encourages the Board's role in related efforts
- Appoints chairpersons of committees, in consultation with other Board members
- The President may chair one or more committees and attend meetings of all other committees when invited
- Review & discuss issues confronting the organization with the Executive Director and Board
- Oversee that organization operates in accordance with its adopted forms of governance: that meetings are conducted in compliance with Roberts Rules of Order, Board & organizational procedures act in accordance with By-Laws, Policies & Procedures are up kept, and fiduciary responsibilities are met
- Guide & mediate Board actions with respect to organizational priorities and governance
- Periodically review essential organizational documents including the By Laws and Policies & Procedures and encourage updates to them
- Reviews with the Executive Director any issues of concern to the Board
- Monitors financial planning and financial reports and prioritizes fiscal solvency for the organization
- Plays a leading role in outreach & fundraising activities
- Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board
- Ensures that Board Code of Ethics is endorsed by all current board members and that the Board is in compliance
- Working with the Personnel Committee, executes contract for Executive Director