



Board Leadership Roles

Expectations of the Board

As a board member of City Club, we expect your commitment, passion, and dedication to our cause. Here's what we anticipate from individuals who serve on our board of directors:

Active Participation:

We expect board members to attend regular board meetings, actively contribute to discussions, and come prepared with informed perspectives. Your input and expertise will shape our strategic direction and guide decision-making processes. Active participation also includes attending at least 80% of Club programs, and coordinating a minimum of two programs annually.

Membership and Fundraising:

Board members are vital members of our nonprofit, both within and outside the organization. We encourage you to leverage your networks, promote our mission, and actively participate in fundraising initiatives to support our programs and initiatives.

Governance and Oversight:

As a board member, you will play a crucial role in ensuring the organization operates ethically, transparently, and in compliance with applicable laws and regulations. You will provide oversight and guidance to our executive leadership, ensuring our resources are utilized effectively and responsibly.

Commitment to the Mission:

We expect board members to align with and champion our mission and core values. Your dedication to our cause should be unwavering, serving as a beacon for others and inspiring them to actively support our initiatives.

Officer Roles and Responsibilities

President – Preside over all meetings of the Board of Directors and the Club; set meeting agendas; approve legal documents; coordinate annual planning retreat.

President Elect - In the absence of the President, perform the duties of the President; onboard new board members in coordination with the Secretary.

Past President – In the absence of the President and President Elect, perform the duties of the President.

Treasurer - The Treasurer shall advise and report to the Board of Directors on all financial matters of the Club and shall prepare the proposed budget for approval by the Board of Directors and perform such other duties as may be incident to the office or as designated by the Board of Directors.

Secretary – Shall be responsible for preserving club documents and records; capturing and distributing Board of Directors meeting minutes; assist President Elect in onboarding new board members.