



## **Scope of President's Responsibilities**

### **Summary**

The President, along with the Board of Directors, is responsible for the overall direction and management of OnBoard Inc. Along with the Board, the President will ensure that the organization remains focused on achieving its mission and effectively communicates the organization's relevance in the community. The role of President has three key aspects: (1) building and sustaining external relationships, (2) oversight of the organization, and (3) managing internal operations. The role demands strategic thinking as well as operational expertise.

### **External Relationships:**

- Maintains existing and develops new critical external relationships
- Coordinates with the Board in identifying, cultivating, and soliciting sponsor prospects
- Identifies and creates opportunities to raise the visibility of OnBoard
- Acts as an advocate within the public and private sectors for issues relevant to OnBoard, its services and its constituencies
- Advises and supports the OnBoard Chair/CEO as she serves as chief spokesperson for OnBoard in the community

### **Oversight of the Organization:**

- Coordinates with the Board to create and update OnBoard's values, mission, vision, and short- and long-term goals
- Coordinates with the Board in monitoring and evaluating OnBoard's relevancy to the community, its effectiveness, and its results
- Monitors and mitigates risk
- Monitors for consistent external messaging and organizational credibility in the activities of OnBoard and Next OnBoard
- Coordinates with the Board and committees to enable accomplishment of the annual business plan

- Stays abreast and advises Chair/CEO, other officers, board and committees, as appropriate, of important trends, potential issues, problems and activities and recommends corrective action or policy changes
- Monitors OnBoard's overall financial situation and budget, and advises the Chair/CEO and Treasurer regarding important trends to ensure fiscal responsibility

### **Internal Operations:**

- Coordinates with the Chair/CEO and other Board members as needed in preparation for events, board meetings, communications, annual planning and other activities
- Prepares the draft annual budget and approves disbursement of funds within the budget
- Ensures timely legal filings and compliance with applicable laws and regulations
- Ensures preservation of records
- Approves contracts with event venues and suppliers
- Sets operational policies, with Board approval as appropriate
- Oversees administrative services to ensure that planning for and execution of programs and initiatives are handled efficiently and in a timely manner
- Coordinates with committees, officers, Board members and other resources in:
  - Identifying and sending key communications;
  - Ensuring maintenance and freshness of the website;
  - Creating quality programs and initiatives in support of the mission;
  - Leading the Funding/Sponsorship Committee to create and execute a successful annual fundraising plan; and
  - Coordinating the development of materials and documents to support organizational needs

### **Key Skills and Attributes**

- Passion for OnBoard's mission and its supporting programs and initiatives
- Strong marketing, public relations, and fundraising experience, with the ability to engage a wide range of stakeholders
- Past experience and success coordinating with a board of directors

- Unwavering commitment to quality in programs, in people, and in communications
- Demonstrated ability to anticipate needs and problems and to take timely action to address identified needs and problems
- Understanding of accounting & financial statements to monitor fiscal responsibility
- Budgeting and planning skills
- Excellent written and oral communication skills