



PO Box 573  
Broomfield, CO 80038  
[www.broomfieldecc.org](http://www.broomfieldecc.org)  
303.460.6810

# Board of Directors Job Description

## General job description of all Board members

- Represent the BECC in a positive manner to the community
- Engage with the community to advocate for the work of the Council and creating a stronger system of care and support for young children and their families
- Be knowledgeable about early childhood issues at the local and state level
- Review policies and activities at monthly BECC meetings. Provide feedback and direction that will help guide success in a business operations and BECC programs
- Participate in a committee to be connected with the work of the Council
- Attend BECC general meetings
- Attend BECC monthly Board of Directors meetings (1 per month)

## President

- Provides leadership to the Board of Directors and preside over all their meetings
- President oversees the work of the Director
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns
- Support with strategic planning
- Consults and reviews with Director on any issues of concern to the Board or Council
- Initiates performance evaluation of the Director
- Understand programs and interactions of BECC
- Performs other responsibilities as appropriate and relevant

## Vice-President

- Assist President with the presidential duties as directed or needed
- Serves as acting President when President is absent
- Chiefly responsible to welcome and support incoming board members or Council partners (with support from BECC staff)
- Understand programs and interactions of BECC
- Consults with Director and President on ongoing activities of Council



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### **Secretary**

- Takes minutes of the Board meetings
- Records and manages minutes and announcements of the BECC meetings
- Sign minutes for official submission
- Follow any banking protocols where Secretary of Board of Directors signature is required

### **Treasurer**

- Reviews the financial reports and reimbursements of the Council monthly
- Assists in monitoring funding and financial reports
- Reviews quarterly report for the Board of Directors on budget to actuals and profit & loss detail
- Oversee the Council financial policies

### **Member-at-Large**

- Regularly attends Board of Director meetings and important related meetings
- Provides direction and feedback on BECC policies, finances and program activities
- Participate in Board sub-committees as needed or desired