

FOHW Association Executive Board

Position Descriptions (adopted by the FOHW ExBoard on 7 Nov. 2020)

CHAIRPERSON

The **Chairperson** is responsible for making sure that each meeting is planned effectively, conducted according to the bylaws, and that matters are dealt with in an orderly, efficient manner. The **Chairperson** must make the most of all his/her **committee** members, building and leading the team. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Chairperson:

- Strong communication skills
- Genuine interest in FOHW and active participant
- Excellent facilitation skills
- Demonstrated administrative skills

VICE CHAIRPERSON

In the absence or unavailability of the Chairperson, the **Vice Chairperson** will perform said duties. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Vice Chairperson:

- Strong communication skills
- Genuine interest in FOHW and active participant
- Excellent facilitation skills
- Demonstrated administrative skills

TREASURER

The **Treasurer** will have charge of funds, deposit money, pay bills, present profit/loss statement monthly, present copy of bank statement quarterly for the record, research and initiate needed event insurance coverage for Ducky Day and FOHW, prepare and submit yearly reports required by the State of NH and the IRS. The **Treasurer** also works with the auditor in a way that meets recommended accounting standards. Time commitment fluctuates depending on the month. June, August, and the end of fiscal year (December 31) involve more time. Term of office is one (1) year, with possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Treasurer:

- Comfortable working with financial information and data
- Keeps clear records in a timely manner
- Follows accepted accounting practices
- Willingness to explain financial information and data if asked
- Willingness to learn about 501(c)(4) requirements and regulations
- Trustworthy
- Good communication and interpersonal skills

SECRETARY

The **Secretary** is responsible for ensuring Committee and Executive board meetings are effectively organized and minuted, and circulated, as well as maintaining effective records and administration. In addition, the secretary maintains contact information for members and friends of the Committee. Approx. 4 hours of work per month. Term of office is one (1) year, with the possibility of serving up to three (3) consecutive terms unless a qualified replacement cannot be found, in which case the officer with the confirming majority vote of membership may continue.

Qualities of an effective Secretary:

- Methodical and attention to detail
- Well organized
- Able to take accurate notes
- Efficiently distribute necessary materials and correspondence to members