

Coalition of National Park Service Retirees, Inc.

Role and Function Statement for Executive Council Chair

General Responsibilities

The Chair is responsible for ensuring that the Council and its members:

- are aware of and fulfill their governance responsibilities;
- comply with applicable laws and bylaws;
- conduct Council business effectively and efficiently;
- are accountable for their performance (see note 1).

In order to fulfill these responsibilities, and subject to the organization's bylaws, the Chair presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Council Members and Officers, submits various reports to the Council, to funders, and to other "stakeholders;" proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The Chair is accountable to the Council or Members as specified in the bylaws. The Chair may delegate specific duties to the Founding Director, Officers, Council members and/or committees as appropriate; however, the accountability for them remains with the Chair.

Specific Duties

Meetings

The Chair ensures that an agenda is planned for Council meetings. This may involve periodic meetings with committee chairpersons and the Founding Director to draft annual and meeting agendas and reporting schedules.

The Chair presides over meetings of the Council. In this capacity, the Chair:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws;
- assures minutes of meetings are appropriately distributed.

Council Committees

The Chair serves as an ex-officio member of Council committees. In this capacity, the Chair's role is

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Council.

Council-Staff Relations

The Chair is the primary liaison between the Council and the Founding Director. In this capacity, the Chair:

- meets periodically with the Founding Director;
- ensures that periodic performance reviews of the Founding Director are conducted.

Community Relations

The Chair ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Chair serves as primary spokesperson for the organization.

Signing Officer

The Chair is normally designated by the Council and/or bylaws as one of the signing officers for certain documents. In this capacity, the Chair may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Council Development

The Chair ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Council members.

Fund Raising

The Chair ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the Chair to play a leadership role in fundraising campaigns through personal contributions of services and money.

Other Specific Responsibilities

- Represents Coalition in Congressional hearings, DOI and NPS meetings, and with media contacts. Delegates to appropriate Coalition members those activities in which the Chair cannot personally participate.
- Serves as the primary spokesperson on behalf of the Coalition to the media, elected officials and other entities.
- Provides periodic updates to Coalition members on important Coalition developments.
- Oversees revisions to Coalition's strategic plan.
- Oversees Coalition's financial status and requests or recommends audits or other financial analyses as appropriate.
- Manages implementation of annual work plan with EC members.

Delegation

Depending upon the organization's needs and its bylaws, the Chair may establish or propose the establishment of committees of the Council, and may assign tasks and delegate responsibilities to Council committees and/or directors.

Note 1

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Chair but it is not necessarily the Chair who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to Council committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

Role & Function Statement for Treasurer

General Responsibilities

The Treasurer monitors the financial condition of the coalition and oversees the financial administration of the organization, including receipts, disbursements, investments, and performance against budget.

Accountability

The Treasurer is accountable to the Executive Council and Chair as specified in the bylaws and the Coalition's Role and Function Statements.

Responsibilities

The treasurer should have good analytical skills and experience and ability in financial management and budget preparation.

- Presents to the Executive Council an annual budget for the organization, developed in concert with the Founding Director and the Chair.
- Serves as a voting member of the Executive Council.
- Oversees and reviews for approval all actions and policies with financial implications. This includes preparing Coalition administrative policies for review and approval by the Executive Council.
- Monitors budgetary performance of the organization, recommending modifications as needed.
- Prepares/oversees/approves monthly and annual reports of the financial affairs of the organization for the Executive Council.
- Approves investment vehicles for the organization reserves in investments that fully protect the principal.

- Reviews monthly financial statements and all annual tax returns.
- Recommends audits or other analyses of the Coalition's finances to the Chair or Executive Council for approval.
- As a full member of the Executive Council, the Treasurer is also responsible for monitoring and engaging in NPS issues and events as agreed upon and assigned by the Executive Council or Chair.

Signing Officer

The Treasurer is designated as one of the signing officers for certain documents. In this capacity, the Treasurer is authorized to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of the Coalition. Coordinates signing of routine invoices, payment of travel for Executive Council members, purchases or supplies and other expenditures with Founding Director in accordance with Coalition policies and delegated responsibilities.

Fund Raising

The Treasurer works with the Chair and the Founding Director to ensure that structures and procedures are in place for securing the resources required by the Coalition.