**Board Chair**

* Works with Freedom Within Project Board, Staff, and the community to further the organization’s mission.
* Reviews and understands the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan.
* As the board ambassador, the board chair acts as a spokesperson to the larger community, speaks in public on behalf of the organization, and advocates for FWP.
* Takes the Board lead in raising funds by making personal contributions and asking board members to do the same. Attends and helps to organize social functions to raise funds and visibility.
* In partnership with the Executive Director, develops draft agenda for Executive Committee and Board of Director meetings.
* Meets with and coordinates with the Executive Director.
* Presides Board of Directors meetings.
* Works with the Executive Director to make sure board resolutions are carried out.
* May act as secondary signatory on all FWP checks of over $500.
* Leads the Executive Committee to develop objectives, assessments, and compensation recommendations for the Executive Director.
* Oversees hiring of the Executive Director. Is the hiring official for the Executive Director based on the recommendations of the Search Committee.
* Oversees Executive Director Review and assists with Executive Director's goals development.
* Ex-officio member of any standing committees.

**Vice Chair**

* Acts as the Chair in his or her absence.
* Assists the Chair on all of the above or other specified duties.
* Member of one or more Standing Committees.
* May act as secondary signatory on all FWP checks of over $500.

**Secretary**

* Maintains records of the Board and ensures effective management of FWP records.
* Records minutes of Board and Executive Committee meetings and Board Executice Sessions.
* Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
* Records Board attendance at Board meetings.
* Acts as signatory on bylaws.
* May act as a secondary signatory on all FWP checks of over $500.

**Treasurer**

* Manages the board’s review of, and action related to, the board’s financial responsibilities.
* Works directly with the Executive Director and bookeeper in developing and implementing financial procedures and systems.
* Ensures that appropriate financial reports are made available to the board.
* Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health.
* Recommends to the board whether FWP should have an annual review or audit.
* Periodically solicits and selects reviewers or auditors for FWP.
* Ensures sound management and maximization of cash and investments through the FWP Staff.
* May act as secondary signatory on all FWP checks of over $500.