

BOARD OF DIRECTORS: Member Roles and Expectations

As we approach the challenges faced with the Covid-19 Pandemic, the GICCA Board of Directors wanted to stop and review the direction and goals for the organization

- 1) Reaffirm the mission, goals, and expectations of board members as a cohesive team.
 - a. GICCA's mission is to promote the **educational, recreational, and social welfare** of Guemes Islanders. A quick summary may be to "Build Community".
 - b. Primary communication will use "myguemes.org" and GICCA newsletter.
 - c. The primary focus of the GICCA Board is the use and care of the Community Center.
 - d. Secondary attention is also directed to various committees including the Schoolhouse Park Stage now under construction.
 - e. Whenever possible, a GICCA representative will attend meetings of other community boards, such as Community Emergency Response Team (CERT), etc. as assigned by President.
- 2) The base expectations for every Board Member include:
 - a. Contribute as a member of a cohesive team serving the entire island.
 - b. Assume leadership role in one or more projects or committees.
 - c. During the pandemic, assume leadership for one or more of the volunteer projects to plan, organize and implement within county health limitations.
 - d. Periodically affirm personal goals for contributing towards GICCA's mission to clearly state interests, objectives, and intent of board membership.
 - e. Computer access is essential for basic communication and virtual meetings. Prompt daily response is needed when questions arise.
 - f. Attend all meetings, offering constructive contributions to discussion.
- 3) A review of job responsibilities for each Board position as outlined in Article V of the GICCA Bylaws.
 - **President**: Preside at all meetings; Call special meetings as necessary; Appoint Committees; Serve as, or appoint, an ex-officio member of all committees; Present an Annual Report at the Annual Meeting.
 - **Vice President**: Perform all duties of the President in the event of the President's absence or disability; Ensure that the Community Center facilities are properly hosted for meetings and social needs.
 - **Treasurer**: Maintain the financial ledgers of the Association; Receive and deposit funds in such accounts as designated by the Board; Disburse funds in payment or reimbursement of Association debts; Provide a financial report at each meeting; File State and Federal forms as necessary.
 - **Secretary**: Record and post minutes of each meeting; Attend to the correspondence of the Association; Coordinate use of the GICCA facilities; Maintain the calendar of events; Receive user fees and deposits as necessary; Present a preliminary copy of meeting minutes to the President within one week of the meeting.
 - **Trustees**: Prepare an Annual Project Plan to be reviewed at the January meeting; Supervise the maintenance and operation of the buildings and grounds of the Association.
 - Specific duties of board members may be modified to reflect the skills, interests, and availability of individuals serving in these roles, provided that such reassignment maintains the smooth operations of the Community Center and adequately safeguards the assets of the Association.