

TxOHC Facilitation Document

Officer Responsibilities

Chairperson:

- Chair all meetings and serve as ex-officio member on all committees and work groups.
- Oversee the performance of the Executive Director and other staff members.
- Oversee the process for determining compensation for the Executive Director.
- Sign or approve all contracts for the Coalition.
- Develop or oversee the Annual Report, per Sec. 22.354 of the State Code for Non-Profit Business Corporations. (Annual Reports must be available for 3 years.)
- Monitor all income and expenses.
- If there is no Executive Director, Chairperson will reconcile the monthly bank statements and serve as secondary signature on checks of \$500 or more.

Chairperson Elect:

- Assume responsibilities as assigned by Chairperson.
- Chair meeting(s) in absence or incapacity of Chairperson.
- Move into the Chairperson position, without election, when Chairperson's term ends.
- Serve as ex-officio member of the Board Governance Committee, Budget and Finance Committee and Planning Committee.

Secretary:

- Record minutes during all Board meetings and the Annual Membership Meeting.
- Submit draft to Minutes Review Committee within two weeks of each meeting. Make corrections suggested by the Committee and send minutes to Executive Director.
- Maintain the Motions Index in chronological order, including motions passed during meetings or by email.
- Take and record roll at each Board meeting. Records of each Board member's attendance shall be available to the general membership of the Coalition.
- Initiate correspondence as directed by Chairperson.
- Maintain records of all minutes.
- Confirm that all final Board approved minutes are posted on TxOHC website in a timely manner.

Treasurer:

- File, or have CPA file, IRS forms each year.
- Prepare or confirm that #1099's were sent to designated recipients earning \$600 or more and the #1096 was completed and filed with appropriate copies of the #1099's to the IRS by the end of January each year.
- Confirm Board approval of the complete #990 before filing with IRS. Refer to Policy on Governance in Standing Rules
- Arrange for annual audit, if required for grant funding.
- Keep financial records per the State Code for Non-Profit Business Corporations financial records per Sec. 22.352. Records should be filed in TxOHC office.
- Write all checks. Executive Director reconciles bank statements each month. If there is not Executive Director, Treasurer assures that two different officers write checks and reconcile monthly bank statements.
- Monitor monthly income and expenses from bank statements, using Dropbox and/or QuickBooks.
- Work with staff on registration for all events.
- Monitor income and expenses for all events.
- Chair Budget and Finance Committee.
- Assure there are two signatures (Executive Director and Treasurer) on all checks \$500 and above.
- Develop and oversee the preparation of a proposed budget each year to be presented at the first Board meeting of the year.
- Develop or oversee the preparation of financial reports to the Board each month.
- Develop or oversee the preparation of the financial report for the Annual Meeting.
- Confirm that the final #990 IRS forms for the previous three years are posted on the TxOHC website.

Executive Director:

Please see attached contract