



## **Board Roles and Responsibilities**

The Board of Directors of the MVMA Charities (MVMAC) will support the organization's work and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Executive Director, the Board-to-Executive Director relationship is a partnership and Board involvement is expected.

### **Responsibilities of the Board**

- Determine the mission and ensure activities, programs, and strategic plan align with it
- Be an ambassador for the MVMAC by clearly articulating the organization's mission, accomplishments, and goals
- Select, support, and evaluate the Executive Director
- Ensure the financial health and viability of the organization by engaging in fundraising and monitoring operating budget
- Build and maintain a competent Board and focus on Board regeneration and succession planning

### **Board Terms/Participation**

The Board members will serve a three-year term and can be eligible for reappointment for one additional term. Board meetings are held quarterly (March, June, September, and December) for two hours at the MVMA Office in Marlborough, MA or via conference call. Additional meetings may be scheduled on an as-needed basis. Committees may meet by phone or in person quarterly, bi-monthly, or monthly.

### **Responsibilities of Individual Board Members**

- Make every effort to attend all Board meetings and major organizational functions, special events, etc.
- Keep up-to-date on organization's development and be informed of programs and services
- Review agenda and other materials prior to board meeting and come ready to discuss
- Suggest possible nominations to the Board and its committees
- Serve on at least one committee or task force

#### **MVMA Charities**

A 501(c)(3) Not-for-Profit Supporting Organization  
of the Massachusetts Veterinary Medical Association  
163 Lakeside Avenue, Marlborough, MA 01752-4554

Phone: 508-460-9333 \* Fax: 508-460-9969 \* Email: [mvmacharities@massvet.org](mailto:mvmacharities@massvet.org)  
[www.mvmacharities.org](http://www.mvmacharities.org)



## **Officer Roles and Responsibilities**

### **President**

- Oversee Board meetings
- Works in partnership with Executive Director to ensure Board resolutions are carried out
- Assists Executive Director in preparing agenda for Board meetings
- Oversees search for new Executive Director
- Coordinates Executive Director annual review
- Acts as alternative spokesperson for the organization
- Periodically consults with Board members on their roles and helps assess performance

### **Vice President**

- Attends all Board meetings
- Carries out special assignments as requested by President
- Performs President's responsibilities in his/her absence

### **Clerk**

- Attends all Board meetings
- Ensures safety and accuracy of all Board records
- Writes Board meeting summaries (minutes) or reviews minutes if written by staff person
- Assumes responsibilities of the President if President and Vice President are absent

### **Treasurer**

- Attends all Board meetings
- Understands financial accounting for nonprofit organizations
- Manages Board's review of an action related to Board's financial responsibilities
- Works with Executive Director to ensure appropriate financial reports are distributed to the Board
- Presents annual budget to Board for approval
- Reviews annual audit and answers Board's questions

### **MVMA Charities**

A 501(c)(3) Not-for-Profit Supporting Organization  
of the Massachusetts Veterinary Medical Association  
163 Lakeside Avenue, Marlborough, MA 01752-4554

Phone: 508-460-9333 \* Fax: 508-460-9969 \* Email: [mvmacharities@massvet.org](mailto:mvmacharities@massvet.org)  
[www.mvmacharities.org](http://www.mvmacharities.org)