

Homeless Coalition's Executive Committee Responsibilities

HC=Homeless Coalition

EC = Executive Committee

Chair's Responsibilities:

- 1 Agenda – developed 2 weeks in advance
- 2 Agenda – emailed to Secretary 1 week in advance
- 3 Take care of Executive Committee (EC) changes with the Bank (resolution)
- 4 Make sure the IRS 990 gets completed by May 31.
- 5 Ensure all items under each of the executive committees are completed timely
- 6 Hold monthly executive committee meetings
- 7 Chair the Homeless Coalition (HC) monthly meeting
- 8 Appointment nomination committee in August
- 9 Appointment of all committee chairs and members - April
- 10 Hold Annual Meeting – March
- 11 Arrange monthly speakers for Homeless Coalition meetings
- 12 Can make check deposits
- 13 Sign checks
- 14 All emergency expenditures must be approved in advance by EC
- 15 Hold EC board orientation in December after EC election
- 16 Updating HC's Policies and Procedures – annually
- 17 Updating HC's Bylaws every 3 years, minimally (due June 2011) - appointment of adhoc committee March)
- 18 Planning for HC's Strategic Plan meeting, Annually - Meeting is held in July – Planning starts in March - Securing a Facilitator is primary
- 19 Providing the HC with updated SP action items progress, quarterly.
- 20 Assigns EC member pick-up of correspondence at the Alliance.
- 21 Must attend HC and EC meetings

Vice – Chair's Responsibilities

1. Serve on ED
2. Serve on one standing committee
3. Acts in absence of chair
4. Assists Chair with the development of monthly agendas
5. Must sign bank resolution for HC bank account
6. Can make check deposits
7. Sign Checks
8. Must attend HC and EC meetings.
9. Sets-up all new members board orientation meeting and conducts the orientation

Secretary's Responsibilities:

1. Email Agenda and minutes one week in advance of meetings
2. take minutes at HC meeting
3. Keep Historic documents (all notebooks)

4. Keep HC Welcome packets for prospective members
5. Handling all written or electronic correspondence
6. Send annual membership agreement out in November
7. Maintain a copy of all current membership forms
8. Must sign bank resolution for HC bank account
9. Can make check deposit
10. Can sign checks
11. Maintains Membership roster/sign in sheet
12. Emails Membership roster – twice a year – January and July
13. Must attend HC and EC meetings

Treasurer's Responsibilities:

1. Deposit all checks
2. Maintain a financial spreadsheet (Quicken)
3. Written financial report to HC monthly
4. Organize the annual audit with volunteers (to be completed January)
5. Report Internal Audit items in February HC meeting
6. Maintain a copies of all currently membership forms
7. File Good Standing Certificate with State of Missouri Secretary of State (August)
8. Get completed the IRS - 990 - Chair helps with this – due by May 31
9. Complete billing for City of Joplin's CDBG – regular line item budget –
10. Can not sign checks
11. Present all bills for reimbursement at the monthly HC meetings to be voted on for approval of payment
12. Write receipts for all cash or checks received.
13. Follow all HC Policies and Procedures
14. Must attend HC and EC meetings