Uplift Community Alliance®

PRESIDENT
JOB DESCRIPTION

Board Officer and Executive Committee Chair

Position Summary

The President serves as the chief executive officer of Uplift Community Alliance™ corporation providing leadership, governance and focus on the organization's mission. The President ensures and supports the Board to fulfill its fiduciary and organizational responsibilities.

Governance - General Board Responsibilities

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy & Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, serve on committees, and represent the organization in the community.

Specific Position Responsibilities - Executive

1. Promote strong governance practices and compliance with Bylaws, Standing Rules and Policies.
2. Preside at meetings of the Board, Executive Committee, Advisory Council and membership; create and manage the agenda.
3. Represent the organization in community, public, partnership and official capacities.
4. Collaborate with the President-Elect to support leadership continuity.
5. Take part in annual goal-setting and strategic planning processes.
6. Provide mentorship, support, and accountability for Board members and committee leaders.
7. Appoint, with Board approval:
    - Human Resources Committee Chair
    - House Operations Chair
    - Two members to serve on the Finance Committee
    - Two members to serve on the Strategic Planning Committee
    - Historian
    - Special committees or task forces as needed
8. Appoint a Parliamentarian.

Specific Position Responsibilities - Management

1. Update the organization's financial institution signature cards with the President-Elect, Recording Secretary and Treasurer upon assuming office.
2. Sign checks with the President-Elect, Recording Secretary or Treasurer.
3. Assure all business registration, licenses, trademark registrations and other documents required by local, state and federal law are current.
4. Sign legal documents, contracts, agreements, and official documents (with the Recording Secretary where required).
5. Oversee risk management, organizational planning, and policy review.
6. Serve as an ex officio member of all committees except the Nominating Committee.
7. Submit a monthly report to the Board.
8. Require all Board officers and committee chairs to submit, and circulate in advance, required reports and maintain accurate records.
9. Review Constant Contact emails, invitations and the organization's newsletters prior to distribution.
10. Have access to all online accounts used to conduct the organization's business.
11. Manage the President's budget and approve invoices and vouchers.

12. Submit a proposed budget to the Finance Committee for the succeeding year.
13. Plan the annual Joint Board meeting. Select location and make luncheon arrangements.
14. Maintain a President procedure book and/or electronic records file.
15. Submit job description changes to the Bylaws Chairman.

Competencies

- Uplift Community Alliance leadership experience.
- Ability to foster an environment of participation and accountability through strong relationship-building, communication and management skills.
- Ability to collaborate, build consensus, and maintain professionalism.
- Proficiency with Microsoft applications.
- Adept with digital communication.
- General understanding of nonprofit management.
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies
State and Federal Nonprofit Requirements