

**Caloosahatchee Riverwatch Citizens Association Board Member  
Responsibilities  
Draft Rev. 3/16/07**

**President**

- ❖ Promote CRCA in the community
- ❖ Provide input into meeting agendas and future directions for CRCA
- ❖ Facilitate board meetings once a month
- ❖ Serve as spokesperson (i.e. annual meetings, special CRCA sponsored events, etc.)
- ❖ Team lead among the four officers
- ❖ Signature authority on checks

**Vice President**

- ❖ Promote CRCA in the community
- ❖ Assist President and facilitate meetings if needed
- ❖ Work with President on CRCA events and agendas
- ❖ Serve as spokesperson when necessary
- ❖ Signature authority on checks
- ❖ Call board members 24-48 hours prior to a meeting to remind them of the date & time.

**Secretary**

- ❖ Promote CRCA in the community
- ❖ Take minutes at board meetings and send them to board one week prior to the next scheduled meeting for review.
- ❖ Coordinate newsletter, brochure and flier mailings.
- ❖ Order products and supplies for upcoming events.

**Corresponding Secretary**

- ❖ Promote CRCA in the community.
- ❖ Send "thank you" letters to donors and new members.
- ❖ (any other tasks?)

**Membership Chair**

- ❖ Promote CRCA in the community.
- ❖ Maintain the membership database.
- ❖ Coordinate membership renewal mailings.

**Treasurer**

- ❖ Promote CRCA in the community.
- ❖ Maintain CRCA banking accounts.
- ❖ Provide a written treasury report at board meetings.
- ❖ Primary signature authority.
- ❖ Assist in submitting information to IRS for monthly tax reporting.
- ❖ Work with the accountant for yearly tax filing.

**Board Members**

- ❖ Promote CRCA in the community.
- ❖ Support other board members.
- ❖ Participate in monthly meetings.
- ❖ Serve as a committee/project lead or co-lead a minimum of once per year (i.e. Cabbage Paddle, Get Out Get Active, FOB Paddling Events, etc.)

- Coordinate volunteers to staff event. (Log event with call for volunteers on VolunteerMatch.org.)
- Enter event on the CRCA Events Calendar.
- Maintain communication with full membership to promote the event.
- Coordinate a press release for the event at least one month prior.
- Report back to board with details about the event; successes/failures, attendance, money spent (receipts for expenditures go to the Treasurer for reimbursement or recording), recognition of the volunteers who participated, hours worked and overall benefit to the community. (This information will be published in our newsletter.)