

TCA Board Officer Job Descriptions
(Expanded Board Job Descriptions)
May 9, 2022

The TCA Bylaws (Sections 4:13) and Board Policy BBA-TCA outline the four Board Officer positions. In addition, the following are Board expanded positions descriptions:

TCA Board Chair: Typically, the Chair acts as the facilitator and guide to Board meetings, ensuring that the meeting agenda is followed along with set time frames and appropriate procedures (as described in TCA Board Policy BE-TCA Board meetings) and ensuring that the discussion remains germane and on topic with Board business and does not drift into staff/management areas. The Chair along with the Vice Chair, Board Clerk, and TCA President set the agendas for TCA Board meetings, Special Board meetings, and TCA Board Working Sessions. The Chair and Vice Chair typically are available for communication with the President and with TCA's Board attorney for important time sensitive issues which may arise between scheduled Board meetings. The Chair/Vice Chair and/or President will communicate the topics of these time sensitive issues to the remaining Directors. The Chair also serves as the TCA Board Governance Committee Chair.

Vice Chair: Typically, the Vice Chair leads the Board whenever the Chair cannot whether in meetings or in between meetings. The Vice Chair may also serve on the Governance Committee and will serve on the meeting agenda setting group.

Secretary: Typically, the Secretary, assisted by the Board Clerk, is the keeper of all Board documents and policies. During Board meetings the Secretary assists the Chair in ensuring that the meeting agenda is followed. The Secretary along with the Board Clerk takes meeting minutes/notes and insures the electronic recording of meetings. The Secretary works with the TCA Director of Communications to communicate Board updates and coordinates communications to the Board per TCA Board policy BEDH-TCA Communication with the Board of Directors. Additionally, the Board Secretary will forward all received Talk2TCABoard emails to the TCA Board Directors. The Board Secretary will coordinate with the TCA President or the TCA Board Chair, as appropriate, to determine the proper response.

Treasurer: Typically, the Treasurer serves as Co-Chair of the Financial Accountability Committee, monitoring TCA's financial condition, receiving and reporting on TCA's annual independent audit, reviewing and reporting on TCA's annual filing of IRS Form 990, and evaluating and reporting on TCA Board financial policies. The Treasurer is responsible for the Board section of TCA's annual budget.