



# Board Member Positions

Below is a list of current board member positions for the Parker County Aquarium and their respective responsibilities and duties.

## **Board Chair (also referred to as Board President)**

- He or she is responsible for overseeing the board of directors and all meetings, ensuring smooth operations and effective decision-making.
- This position acts as the main point of contact for all communication between the nonprofit's executive director and external parties.
- This individual also holds the title of, and is more commonly known as, the President of the board.

## **Vice Chair (also referred to as the Board's Vice President)**

- This individual aids and supports the board chair and other members of the leadership team in their various roles and responsibilities.
- Considered as a potential replacement for the board chair, if needed.
- This individual also holds the title of Vice President of the board.

## **Secretary**

- This role encompasses the crucial task of meticulously documenting all board decisions, ensuring a comprehensive record is maintained which includes detailed meeting minutes and thorough summaries of all discussions.
- For reasons of legal compliance and to protect against liability, the board Secretary is required to keep exact and comprehensive records.

## **Treasurer**

- This position is responsible for the upkeep and maintenance of all financial records for the nonprofit.
- They are responsible for signing checks.
- Authorizes the use of funds.
- Handles the preparation and review of financial reports.
- Provides financial reports for the board's review.