



Sickle-Cell Medical Advocacy: *Advocating for transformative and quality care for patients with Sickle Cell disease*

Clearly defined roles and responsibilities contributes to the success of any organization, but especially for nonprofit organizations. Following is a description of roles and responsibilities of the President, Vice-President, Treasurer, Secretary and Director of Funding. The terms can vary from 1 to 2 years.

Roles and responsibilities of the **President of the board:**

The President of the board of SCMA typically holds a key leadership role and has a wide range of responsibilities. Here are some common responsibilities of a President of the board.

1. **Leadership:** Provide overall leadership and direction to the organization, ensuring that its mission, vision, and goals are being pursued effectively.
2. **Board Governance:** Work closely with the Board of Directors to ensure good governance practices, including setting strategic direction, monitoring organizational performance, and ensuring compliance with legal and ethical standards.
3. **Strategic Planning:** Lead the development and implementation of long-term strategic plans for the organization, setting clear priorities and goals to guide its work.
4. **External Relations:** Serve as the primary spokesperson for the organization, representing its interests to external stakeholders, partners, funders, and the broader community.
5. **Fundraising and Development:** Play a key role in fundraising efforts, including cultivating donor relationships, identifying funding opportunities, and ensuring the financial sustainability of the organization.
6. **Financial Oversight:** Work closely with the Treasurer and Finance Committee to oversee the organization's financial management, including budgeting, financial reporting, and financial decision-making.
7. **Program Oversight:** Ensure that the organization's programs and activities are aligned with its mission and goals and monitor their effectiveness and impact.
8. **Risk Management:** Identify and mitigate risks to the organization, including legal, financial, reputation, and operational risks, and ensure that appropriate measures are in place to address them.



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10. Community Engagement: Build and maintain relationships with key stakeholders in the community, including partner organizations, government agencies, and community members, to advance the organization's mission and goals.

11. Advocacy and Public Policy: Advocate for issues relevant to the organization's mission, represent the organization's interests in public policy discussions, and work to influence positive change in the community.

12. Succession Planning: Identify and develop future leaders within the organization, ensuring a smooth transition of leadership and continuity of the organization's work.

These responsibilities may vary depending on the size, scope, and focus of the organization, but they provide a general overview of the key roles and duties of a President in a community-based organization.

Roles and Responsibilities of the Vice President:

1. Support the President: Assist the President in fulfilling their duties and responsibilities as needed.

2. Leadership: Provide leadership in the absence of the President and assist in decision-making processes.

3. Committee Oversight: Oversee and coordinate the work of committees within the organization, ensuring that they are functioning effectively and meeting their goals.

4. Membership Engagement: Work to engage and retain members of the organization, as well as recruit new members to ensure the growth and sustainability of the community.

5. Event Planning: Assist in the planning and execution of events and activities that further the mission and goals of the organization.

6. Communication: Serve as a spokesperson for the organization when necessary and maintain open lines of communication with members, stakeholders, and the community.

7. Strategic Planning: Contribute to the development of long-term strategic plans for the organization and help to implement strategies to achieve organizational objectives.



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8. Financial Oversight: Work with the Treasurer and Finance Committee to ensure the organization's financial health, including budgeting, fundraising, and financial reporting.

9. Advocacy and Networking: Advocate for the organization's mission and goals within the community, build relationships with other organizations and stakeholders, and represent the organization in external settings.

10. Succession Planning: Assist in identifying and developing future leaders within the organization to ensure continuity and sustainability.

It's important for SCMA's Vice President to work closely with the President and other board members to effectively fulfill their role and support the nonprofit mission.

Roles and responsibilities of the **Treasurer of the Board:**

The Treasurer of the Board at SCMA is responsible for overseeing the financial management of the organization and ensuring its fiscal health. Here are some common responsibilities of the Treasurer of the Board.

1. Financial Oversight: Manage and oversee the organization's financial affairs, including budgeting, financial planning, and financial reporting.

2. Budgeting: Work with the board and staff to develop an annual budget that aligns with the organization's strategic goals and priorities.

3. Financial Reporting: Prepare regular financial reports for the board, providing updates on the organization's financial status, cash flow, and budget performance.

4. Financial Policies: Develop and implement financial policies and procedures to ensure sound financial management and internal controls within the organization.

5. Banking and Investments: Manage the organization's banking relationships, investments, and cash flow, ensuring that funds are handled responsibly and in accordance with organizational policies.



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6. **Audit and Tax Compliance:** Coordinate the organization's annual audit or financial review process, ensuring compliance with accounting standards, tax regulations, and reporting requirements.
7. **Risk Management:** Identify financial risks facing the organization and work to mitigate them through prudent financial planning and management.
8. **Fundraising and Revenue Generation:** Work with the board and staff to develop fundraising strategies, diversify revenue sources, and ensure sustainable funding for the organization's programs and activities.
9. **Grants Management:** Oversee grant finances, including budgeting for grant-funded projects, tracking expenses, and ensuring compliance with grant requirements.
10. **Financial Planning:** Contribute to the development of long-term financial plans and strategies to support the organization's mission and sustainability.
11. **Board Education:** Educate and inform board members about financial matters, helping them understand financial reports, budgets, and financial implications of board decisions.
12. **Financial Transparency:** Promote transparency and accountability in the organization's financial practices, ensuring that stakeholders have access to accurate and timely financial information.

By fulfilling these responsibilities, the Treasurer of the Board plays a critical role in ensuring the financial health and sustainability of SCMA, as well as in maintaining the trust of stakeholders in SCMA's financial management.

Roles and responsibilities of the **Secretary of the Board:**

The Secretary of the Board plays a crucial role in ensuring the smooth functioning by managing its administrative and governance-related tasks. Here are some common responsibilities of the Secretary of the Board at SCMA.

1. **Meeting Management:** Prepare and distribute notices, agendas, and supporting documents for SCMA's executive board meetings and general board meetings.
2. **Meeting Minutes:** Record accurate minutes of executive board meetings, and general board meetings, documenting decisions, actions, and discussions.



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3. **Records Management:** Maintain official records of the organization, including meeting minutes, bylaws, policies, resolutions, and other important documents, ensuring their accuracy and accessibility.
 4. **Board Communication:** Serve as the primary point of contact for board members regarding meeting schedules, agendas, and other board-related communications, and facilitate communication between board members as needed.
 5. **Legal Compliance:** Ensure that the organization complies with legal and regulatory requirements related to board governance, including maintaining records and filing reports.
 6. **Bylaws and Policies:** Keep the organization's bylaws and policies up-to-date and assist in reviewing and revising them as needed to ensure they reflect the organization's current practices and comply with legal requirements.
 7. **Board Orientation and Training:** Coordinate orientation sessions for new board members, providing them with information on the organization's mission, structure, policies, and procedures, and supporting their integration into the board.
 8. **Conflict of Interest:** Manage the organization's conflict of interest policy, ensuring that board members disclose any conflicts and that appropriate procedures are followed to address conflicts ethically and transparently.
 9. **Annual Reporting:** Assist in the preparation of the organization's annual report and other required filings, ensuring that they are submitted accurately and on time.
 10. **Committee Support:** Provide administrative support to board committees, including scheduling meetings, preparing agendas, and documenting committee proceedings.
- By fulfilling these responsibilities, the Secretary of the Board plays a critical role in promoting transparency, accountability, and good governance within the organization.

Roles and responsibilities of the **Director of Funding:**

The Director of Funding of the Board at SCMA is responsible for the financial viability of the organization and works closely with the Treasurer and Vice-President to establish a funding strategic plan and ensures its implementation. Here are some common responsibilities of the Director of Funding.



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1. **Strategic Planning:** Lead the Fund-Raising Committee to craft a Funding Strategic Plan that includes short term, mid-term and 5-year plans.
2. **Committee Orientation and Training:** Coordinate orientation sessions for new committee members with information on the grant application process, and procedures , guidance on fund-raising events organization's mission, structure, policies, and procedures, and supporting their integration into the board.
3. **Revenue Reporting:** Report to the BOD progress on funding streams and risks to revenue goals. Assist in the preparation of the organization's annual report and other required filings, ensuring that they are submitted accurately and on time.
4. **Marketing Plan:** Support and help implement a marketing plan that supports the mission of SCMA through Social Media platforms and associative organizations. Serve as the primary point of contact for board members regarding status of grants, events and between board members as needed.