



BOARD MEMBER JOB DESCRIPTIONS

Continuum Care Center is led and governed by a board consisting of those in long term recovery and experienced professionals from the communities we serve. Our multi-cultural leadership is comprised of people who have been impacted by substance use disorder in their lives and are active in helping those seeking a fulfilling life free from substances.

BOARD MEMBER

Term: 2 Years

Time Commitment: 4–6 hours per month (*meetings, committee work, events*)

Summary:

Board members provide strategic oversight, financial stewardship, and governance to support the mission and sustainability of Continuum Care Center. Members act as ambassadors, contribute professional expertise, and ensure accountability and transparency.

Key Responsibilities:

- Attend and actively participate in quarterly board meetings
- Approve and monitor the annual budget and strategic plan
- Ensure legal and ethical integrity of the organization
- Contribute skills, time, and/or financial support
- Serve on at least one committee (e.g., finance, programs, fundraising)
- Advocate for the organization within the community
- Support fundraising efforts, including events and donor outreach

Qualifications:

- Passion for recovery, health equity, and community empowerment
- Willingness to commit time, skills, and resources

PRESIDENT

Term: 2 Years

Time Commitment: 4–6 hours per month (*meetings, committee work, events*)

Summary:

The President provides leadership to the Board of Directors, ensures the board's responsibilities are effectively carried out, and serves as the primary liaison between the board and the organization's leadership.

Key Responsibilities:

- Preside over all board and executive committee meetings.
- Lead strategic planning and board development.
- Coordinate with the Executive Director/Program Director.
- Serve as the public representative and spokesperson when needed.
- Appoint committee chairs and support committee functioning.
- Ensure compliance with organizational bylaws and policies.

VICE PRESIDENT

Term: 2 Years

Time Commitment: 4–6 hours per month (*meetings, committee work, events*)

Summary:

The Vice President assists the President in their duties and assumes the President's role in their absence. The Vice President may also take on special projects or chair strategic committees.

Key Responsibilities:

- Preside over meetings in the absence of the President.
- Assist in board member recruitment and training.
- Support and monitor board and committee engagement.
- Lead special initiatives or ad hoc committees.
- Provide counsel and support to the President.

SECRETARY

Term: 2 Years

Time Commitment: 4–6 hours per month (*meetings, committee work, events*)

Summary:

The Secretary ensures that accurate records of board meetings and decisions are maintained, and that official documents and board communications are properly managed.

Key Responsibilities:

- Record and distribute minutes of all board meetings.
- Maintain official board records (e.g., bylaws, meeting schedules, rosters).
- Ensure timely notification of meetings and distribute agendas.
- Monitor compliance with governance documentation.
- Assist with board correspondence and documentation.

TREASURER

Term: 2 Years

Time Commitment: 4–6 hours per month (*meetings, committee work, events*)

Summary:

The Treasurer oversees the organization's financial matters and ensures the board is fully informed of the financial health and sustainability of the organization.

Key Responsibilities:

- Present financial reports to the board and interpret key financial data.
- Collaborate with staff to develop and monitor the annual budget.
- Ensure compliance with financial policies and legal requirements.
- Review audit results and IRS/state filings.
- Serve as chair of the finance or audit committee.