

Cascade Blues Association

Board Officer Roles and Qualifications

For All Board Officers

All Cascade Blues Association board members agree to a Code of Ethics as part of joining the board. Officers serve one-year terms beginning January 1. The roles are unpaid, officers disclose conflicts of interest, and give advance notice if they'll miss a meeting.

As fiduciaries, board members make decisions that protect the Association's financial well-being. We keep the Association healthy, help it grow, and ensure we benefit all members.

The Association board is a collaborative, transparent team that respects every voice: we decide together, back the majority, and keep Cascade Blues Association members in the loop.

We share and document our work in our Google Workspace for Nonprofits portal (for Google Docs, Sheets & Forms) and communicate through Association email accounts, mailing lists, and our organization's Slack communications tool.

President

The President supervises and directs the Association's business and presides at meetings of the Members and the Board. They make executive decisions only when the board is deadlocked or when delay would harm the Association, and they promptly email each decision to the board. The President also calls special Board meetings and issues the written warning required before any director is removed.

Qualifications: Comfortable leading meetings and guiding a group to decisions, sound judgment, and clear, timely communication.

Vice President

The Vice President (VP) performs the President's duties when the President is absent or when the President or Board designates it, and advises the President when executive decisions are considered. The VP chairs one or more major committees and leads specific high-priority initiatives. They prepare to take over the President's role if the President resigns, steps down early, or transitions out at the end of their term.

Qualifications: Readiness to step into the President's role, sound judgment as an advisor, and availability to cover when needed.

Secretary

The General Secretary keeps the Association's official records, including minutes of Membership and

Board meetings, and documents authorized Association activities. They make sure required notices go out, send the Board the minutes within one week of each monthly meeting, and store them in a shared location. They also prepare each meeting's agenda with the President and send it at least 24 hours before the meeting. During elections, they administer ballot questions from the Board and oversee how votes are distributed and counted.

Qualifications: Strong organization and attention to detail, reliable follow-through on deadlines, and comfort editing and storing records in shared locations.

Membership Director

The Membership Director keeps the roster current and accurate, manages the member database, and enrolls new members and processes renewals. They send membership cards within one month of joining or renewing, send expiration notices, and provide membership lists for meetings and events. They also back up and secure all membership data.

Qualifications: Accuracy with data and databases, comfort with online payment submissions, and care with private member information. Regular attendance at monthly meetings (or a designee who can attend).

Treasurer

The Treasurer has charge, custody, and control of all Association funds and deposits them in Board-approved banks. They keep the list of authorized expenditures and all financial records, administer PayPal, work with the Association's contracted financial professionals, and give the Board a monthly financial report. They also count and record money collected at meetings and events, and update bank signatory access with the other Officers after each election.

Qualifications: Comfort handling and reconciling financial records (nonprofit or membership-organization experience preferred), familiarity with PayPal and basic bookkeeping, reliable attendance, and trustworthiness with sensitive financial and member data. Regular attendance at Association events, including monthly meetings (or a designee who can attend).