



Bank On Denver Advisory Board Member Job Description

The Bank On Denver (BOD) Advisory Board serves as a critical community champion of BOD. Our partners provide: access to safe, affordable and convenient products; professional expertise; diverse knowledge of community perspectives; connections to local, state and national/federal resources; and philanthropic support at the local level.

Structure:

- 5-25 members with the following elected positions: Chair, Vice-Chair, Treasurer and Secretary. Members are elected from a slate of nominees submitted by the Office of Financial Empowerment (OFE).
- Members serving in elected positions will also participate on the Executive Committee, a standing committee of the board that will have the authority to take action, on behalf of the full board, when important matters occur outside of regularly scheduled meetings of the board.
- Meetings of the full board are held quarterly with ad-hoc meetings to support specific task-oriented assignments/workgroups as needed.
- Staffed by OFE.

Expectations:

- Provide input into the design, implementation and evaluation of BOD.
- Approve annual BOD work plan and monitor progress to achieve annual goals and objectives.
- Serve in the role of public policy advocate and contribute to substantive policy discussions that will inform the Mayor and/or other influential policymaking bodies.
- Promote BOD in the community by serving as a community champion of the initiative.
- Provide funding leadership and support to raise funds for BOD programming and operations.
- Serve on committees to support specific tasks, as needed.
- Allow OFE to publicize your name and participation on the BOD Advisory Board.
- Adhere to the Colorado Nonprofit Development Center's Conflict of Interest and Equal Employment Opportunity and Nondiscrimination policies which shall be applied to all activities of Bank On Denver.



Chair, Bank On Denver Advisory Board Job Description

The Chair of the Bank On Denver (BOD) Advisory Board is high profile and visible position of community leadership. As a close partner to Office of Financial Empowerment (OFE) and the board, the Chair provides strategic leadership and guidance to BOD. This position also serves on the Executive Committee, a standing committee of the board that will have the authority to take action, on behalf of the full board, when important matters occur outside of regularly scheduled meetings of the board.

Structure:

- Elected by the BOD Advisory Board
- Term is for a minimum of one-year with no more than (2) consecutive terms
- Reports to the Director of OFE

Expectations:

- Is a member of the BOD Advisory Board.
- Attend all meetings of the board and Executive Committee.
- Work closely with the Director of OFE and/or program staff to plan meetings for the board and Executive Committee.
- Preside over and facilitate meetings of the board and Executive Committee in collaboration with the Director of OFE and/or program staff.
- Lead the development and approval of board bylaws.
- Work with the Treasurer of the Board, the Director of OFE and/or program staff to develop and oversee a process to review financial statements on a monthly basis.
- Review BOD financial statements on a monthly basis.
- Encourage the board's participation in annual strategic planning activities.
- Attend meetings with the Director of OFE, the Mayor and other executive leaders to represent BOD, when needed.
- Discuss and help resolve emerging issues confronting the organization and/or of concern for the board with respect to organizational priorities, program implementation, management, conflicts of interest and other issues that may arise.
- Play a leadership role in helping the board develop and implement a fundraising plan and strategy.
- Convene the Executive Committee to help resolve an emergency, organizational crisis or important matter that occurs in between quarterly meetings of the board.
- Assist the Director of OFE and/or program staff in recruiting board members, as needed.
- Assign work to members of the Executive Committee, as needed.
- Appoint the chairperson of committees, in consultation with other board members, when needed.
- Perform other responsibilities assigned by the board or the Director of OFE.



Vice Chair, Bank On Denver Advisory Board Job Description

The position of Vice-Chair is a leadership position that serves in the role of successor to the Chair of Bank On Denver (BOD) and represents the Chair when not available. This position also serves on the Executive Committee, a standing committee of the board that will have the authority to take action, on behalf of the full board, when important matters occur outside of regularly scheduled meetings of the board.

Structure:

- Elected by BOD Advisory Board
- Term is for a minimum of one-year with no more than (2) consecutive terms
- Reports to the Chair of the BOD Advisory Board

Expectations:

- Is a member of the BOD Advisory Board.
- Attends all meetings of the board and Executive Committee.
- Performs Chair responsibilities when the Chair is not available (see job description for the Chair, BOD Advisory Board).
- Works closely with the Chair, the Director of the Office of Financial Empowerment and/or program staff and members of the BOD Advisory Board.
- Reviews financial statements monthly.
- Assist the Chair in recruiting board members, as needed.
- Performs other responsibilities as assigned by the Chair.



Treasurer, Bank On Denver Advisory Board Job Description

The Treasurer of the Bank On Denver (BOD) Advisory Board is a leadership position that coordinates the monthly review of BOD financial statements by the Executive Committee. This position also serves on the Executive Committee, a standing committee of the Board that will have the authority to take action, on behalf of the full board, when important matters occur outside of regularly scheduled meetings of the board.

Structure:

- Elected by BOD Advisory Board
- Term is for a minimum of one-year with no more than (2) consecutive terms
- Reports to the Chair of the BOD Advisory Board

Expectations:

- Is a member of the BOD Advisory Board.
- Attend all meetings of the board and Executive Committee.
- Work with the Chair and the Director of the Office of Financial Empowerment (OFE) and/or program staff to implement a process for the Executive Committee to review financial statements monthly.
- Coordinate the monthly review of financial statements by the Executive Committee.
- Perform Chair responsibilities when the Chair or Vice-Chair is not available (see job description for the Chair of the BOD Advisory Board).
- Work closely with the Chair, the Director of the OFE and/or program staff and members of the BOD Advisory Board.
- Assist the Chair in recruiting board members, as needed.
- Perform other responsibilities as assigned by the Chair.



Secretary, Bank On Denver Advisory Board Job Description

The Secretary of the Bank On Denver (BOD) Advisory Board is a leadership position that is responsible for ensuring accurate documentation of meetings for the board and Executive Committee. This position also serves on the Executive Committee, a standing committee of the Board that will have the authority to take action, on behalf of the full board, when important matters occur outside of regularly scheduled meetings of the board.

Structure:

- Elected by BOD Advisory Board
- Term is for a minimum of one-year with no more than (2) consecutive terms in the same position
- Reports to the Chair of the BOD Advisory Board

Expectations:

- Is a member of the BOD Advisory Board.
- Attend all meetings of the BOD Advisory Board and Executive Committee.
- Take meeting minutes and distributes to members of the BOD Advisory Board in a timely manner.
- Review financial statements monthly.
- Perform Chair responsibilities when the Chair, Vice-Chair or Treasurer is not available (see job description for the Chair, BOD Advisory Board).
- Work closely with the Chair, the Director of the Office of Financial Empowerment and/or program staff and members of the BOD Advisory Board.
- Assist the Chair with recruiting board members, as needed.
- Perform other responsibilities as assigned by the Chair.