



## 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:

- 5-35 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 & Protection (“OFEP”).
- Members serving in elected positions will also participate on the Executive Committee, a standing committee of the Board that has the authority to act, 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.

### Expectations:

- Provide input into the design, implementation, and evaluation of BOD.
- Approve annual BOD workplan 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 BOD 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.



## Bank On Denver Advisory Board Chair 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 & Protection (“OFEP”) 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 has the authority to act, 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 two (2) consecutive terms.
- Reports to the Director of OFEP.

### Expectations:

- Actively participate as a member of the BOD Advisory Board.
- Attend all meetings of the Board and Executive Committee.
- Work closely with the Director of BOD and/or coalition staff to plan meetings for the Board and Executive Committee.
- Lead and facilitate meetings of the Board and Executive Committee in collaboration with the Director of BOD and/or coalition staff.
- Lead the development and approval of Board bylaws.
- Work with the Board Treasurer, Director of BOD and/or coalition staff to develop and oversee a process to review financial statements monthly.
- Review, adopt, and advise on monthly BOD financial statements.
- Encourage Board participation in the annual strategic planning process.
- Attend meetings with the Director of BOD, Director of OFEP, the Mayor and other executive leaders to represent BOD, when needed.
- Discuss and advise on emerging issues relevant to BOD and/or the Board with respect to organizational priorities, program implementation, management, conflicts of interest, and other issues that may arise.
- Influence and support the development and implementation of BOD’s fundraising plan and strategy, and actively participate in its fundraising efforts.
- Convene the Executive Committee to help resolve any emergency, organizational crises, or important matters that occur in between quarterly meetings of the Board.
- Assist the Director of BOD and/or coalition 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.



## Bank On Denver Advisory Board Vice Chair Job Description

Vice Chair is a leadership position that serves in the role of successor to the Chair of the Bank On Denver (“BOD”) Advisory Board and represents the Chair when not available. This position also serves on the Executive Committee, a standing committee of the Board that has 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 two (2) consecutive terms.
- Reports to the Chair of the BOD Advisory Board.

### Expectations:

- Actively participate as a member of the BOD Advisory Board.
- Attend all meetings of the Board and Executive Committee.
- Perform Chair responsibilities when the Chair is not available (see job description for the BOD Advisory Board Chair).
- Collaborate with the Chair, the Director of BOD and/or coalition staff, as well as other members of the BOD Advisory Board.
- Review, adopt, and advise on monthly BOD financial statements.
- Assist the Chair in recruiting Board members, as needed.
- Perform other responsibilities as assigned by the Chair.



## Bank On Denver Advisory Board Treasurer 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 has 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 two (2) consecutive terms.
- Reports to the Chair of the BOD Advisory Board.

### Expectations:

- Actively participate as a member of the BOD Advisory Board.
- Attend all meetings of the Board and Executive Committee.
- Work with the Chair and the Director of BOD and/or coalition staff to implement a process for the Executive Committee to review BOD financial statements monthly.
- Coordinate the monthly review of financial statements by the Executive Committee.
- Perform Chair responsibilities when the Chair or Vice Chair are not available (see job description for the BOD Advisory Board Chair).
- Collaborate with the Chair, the Director of BOD and/or coalition staff, as well as other members of the BOD Advisory Board.
- Assist the Chair in recruiting Board members, as needed.
- Perform other responsibilities as assigned by the Chair.



## Bank On Denver Advisory Board Secretary 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 has 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 two (2) consecutive terms in the same position.
- Reports to the Chair of the BOD Advisory Board.

### Expectations:

- Actively participate as a member of the BOD Advisory Board.
- Attend all meetings of the Board and Executive Committee.
- Take meeting minutes and distribute to members of the Board in a timely manner.
- Review, adopt, and advise on monthly BOD financial statements.
- Perform Chair responsibilities when the Chair, Vice Chair, or Treasurer are not available (see job description for the BOD Advisory Board Chair).
- Collaborate with the Chair, the Director of BOD and/or coalition staff, as well as other members of the BOD Advisory Board.
- Assist the Chair with recruiting Board members, as needed.
- Perform other responsibilities as assigned by the Chair.