

# **Job Description: President of the Board of Directors**

**The Lake Chapala Society, A.C.**

## **Overview**

The President of the Board of Directors is the chief volunteer officer of The Lake Chapala Society (LCS) and provides strategic leadership and direction to the Board. This position is responsible for overseeing the overall governance of the organization and ensuring its mission, vision, and values are upheld while serving the needs of the expatriate and Mexican community around Lake Chapala.

## **Responsibilities**

- **Leadership and Governance:**
  - Provides leadership and direction to the Board of Directors.
  - Ensure effective board operations and adherence to the LCS Bylaws and governance best practices.
  - Foster a collaborative and inclusive board culture.
- **Strategic Planning:**
  - Work collaboratively with the Board and Executive Director to develop, update and implement the organization's strategic plan.
  - Align the strategic plan with the evolving needs of the Membership and Lakeside Community.
- **Financial Oversight:**
  - Oversee the financial health of the organization by reviewing financial reports and ensuring compliance with financial policies and regulations.
  - Ensure the efficient allocation of resources to support the

organization's mission.

- **Community Engagement:**
  - Represent the LCS in the community and build strong relationships with local organizations and government officials.
  - Foster a sense of community among LCS members and promote the organization's activities and programs.
- **Fundraising**
  - **Develop and Implement Fundraising Strategies:**
    - **Oversee fundraising planning:** Working with the board of directors' Development Committee Director and staff to develop and execute comprehensive fundraising plans aligned with the LCS's mission and goals.
    - **Identifying funding sources:** Researching and pursuing potential funding opportunities, including grants, individual donations, corporate sponsorships, and events.
    - **Building relationships with donors:** Cultivating strong relationships with existing and potential donors to foster long-term support.
  - **Leading Fundraising Efforts:**
    - **Representing the LCS:** Serving as the face of the Organization at fundraising events, galas, and meetings with donors.
    - **Motivating and inspiring others:** Encouraging staff, volunteers, and board members to participate in fundraising activities and contribute to the organization's success.
  - **Securing Major Gifts:**
    - **Cultivating relationships with high-net-worth individuals:** Building relationships with potential major donors and securing significant gifts to support the LCS's programs and initiatives.
    - **Negotiating gift agreements:** Working with donors to finalize gift agreements and ensure that their contributions are used effectively
  - **Reporting and Stewardship:**
    - **Tracking fundraising progress:** Monitoring

fundraising efforts and reporting on progress to the Membership, Donors and other stakeholders.

- **Stewarding donor relationships:** Ensuring that donors feel valued and appreciated for their support.
- **Staying Informed:**
  - **Keeping up with fundraising trends:** Staying informed about current fundraising practices, technologies, and regulation.
  - **Attending fundraising conferences and workshops:** Participating in professional development opportunities to enhance fundraising skills.
- **Collaborating with the Development Committee, Staff and Board:**
  - **Working closely with the Development Committee Chair and Development Director:** Collaborating with the committee, fundraising director and other staff members to develop and implement effective fundraising strategies.
  - **Involving the board of directors:** Engaging the board of directors in fundraising activities and ensuring their financial and active support for the organization's fundraising efforts.
- **Executive Leadership:**
  - Work closely with the Executive Director to ensure effective organizational leadership and performance.
  - Provide support and guidance to the Executive Director in achieving organizational goals.
- **Board Development:**
  - Recruit, orient, and develop new board members.
  - Foster a culture of engagement and accountability among board members.

## Qualifications

- Proven leadership experience in a nonprofit or related field.
- Strong understanding of nonprofit governance and best practices.
- Excellent communication and interpersonal skills.
- Ability to build consensus and collaborate effectively with diverse stakeholders.
- Demonstrated commitment to the mission and values of The Lake Chapala Society.
- Strong knowledge of the Lake Chapala community and its needs.
- Bilingualism (English and Spanish) preferred.

## **Job Description: Vice President, Board of Directors**

### **Lake Chapala Society**

#### **Job Summary**

The Vice President of the Board of Directors is a key leadership role within the Lake Chapala Society. This position requires a strong commitment to the organization's mission and vision, as well as a proven ability to lead, collaborate, and achieve results. The Vice President will work closely with the President and other Board members to provide strategic direction, oversee organizational operations, and ensure the fulfillment of the Society's goals.

#### **Responsibilities**

- **Leadership:**
  - Supports the President in leading the Board of Directors and setting strategic direction for the organization.

- Assumes the role of President in the President's absence.
- Fosters a collaborative and inclusive Board culture.
- Provides mentorship and guidance to Board members.
- **Governance:**
  - Participates actively in Board meetings and committees.
  - Ensures compliance with all legal and regulatory requirements.
  - Oversees the development and implementation of Board policies and procedures.
- **Strategic Planning:**
  - Contributes to the development, updating and execution of the organization's strategic plan.
  - Identifies opportunities for growth and expansion.
  - Evaluates the organization's performance and recommends improvements.
- **Fundraising and Development:**
  - Participates in fundraising initiatives and donor relations.
  - Builds and maintains relationships with key stakeholders and donors.
  - Identifies potential funding sources and fundraising opportunities.
- **Community Engagement:**
  - Represents the organization at community events and functions.
  - Builds and maintains strong relationships with community partners.
  - Promotes the organization's mission and programs to the community.

## **Qualifications**

- Proven leadership experience in a non-profit or related field.
- Strong understanding of non-profit governance and operations.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work effectively with diverse groups of people.

- Commitment to the mission and values of the Lake Chapala Society.
- Bilingual (English and Spanish) preferred.

## **Job Description: Treasurer of the Board of Directors**

### **The Lake Chapala Society, A.C.**

#### **Overview**

The Treasurer of the Board of Directors is responsible for the financial oversight of The Lake Chapala Society (LCS). This role involves ensuring the financial health of the organization, managing its funds, and providing financial reports to the Board of Directors and Membership.

#### **Responsibilities**

- **Financial Management:**
  - Oversee the financial operations of the organization, including budgeting, accounting, and reporting.
  - Monitor income and expenses to ensure financial stability.
  - Prepare and present financial reports to the Board of Directors and Membership.
- **Investment Management:**
  - Manage the organization's investments in accordance with the Board's investment policy.
  - Ensure that investment activities comply with all relevant laws and regulations.
- **Risk Management:**

- Identify and assess financial risks to the organization.
- Develop and implement strategies to mitigate financial risks.
- **Financial Reporting:**
  - Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.
  - Ensure compliance with all financial reporting requirements.
- **Auditing:**
  - Oversee the annual audit of the organization's financial records.
  - Work with the external auditors to ensure the accuracy of financial statements.
- **Fundraising:**
  - Collaborate with the Development Committee to develop fundraising strategies.
  - Monitor fundraising activities to ensure financial goals are met.

## **Qualifications**

- Strong financial acumen and experience in financial management.
- Understanding of nonprofit accounting principles and practices.
- Proficiency in financial software and analysis tools.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to communicate financial information clearly and effectively to non-financial stakeholders.
- Understanding of Mexican tax laws and regulation.
- Familiarity with the Mexican nonprofit laws and environment is beneficial.

## **Job Description: Secretary of the Board of Directors**

## **The Lake Chapala Society, A.C.**

### **Overview**

The Secretary of the Board of Directors is responsible for providing administrative support to the Board and ensuring effective communication and record-keeping. This role is essential in maintaining the organization's governance and compliance.

### **Responsibilities**

- **Record Keeping:**
  - Maintain accurate and up-to-date records of Board meetings, Annual and Exceptional General Assemblies including agendas, minutes, resolutions, and actions taken.
  - Ensure proper distribution of appropriate meeting materials to Board members and LCS Members.
  - Maintain the official corporate records of the organization.
- **Communications:**
  - Coordinate and distribute Board communications, including notices of meetings, agendas, and other relevant information.
  - Manage correspondence and maintain effective communication channels with Board members.
- **Compliance:**
  - Ensure compliance with all legal and regulatory requirements related to board governance.
  - Maintain knowledge of corporate governance best practices.
- **Board Support:**
  - Provide administrative support to the Board President and other Board members as needed.
  - Assist with the organization and logistics of board meetings and retreats.

## Qualifications

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in computer software applications (e.g., word processing, spreadsheets, email).
- Attention to detail and accuracy.
- Ability to maintain confidentiality.
- Experience in nonprofit governance (preferred).

## Additional Considerations

- Given the international nature of The Lake Chapala Society, proficiency in both English and Spanish is highly desirable.
- Familiarity with Mexican A.C. law, Robert's Rules, Mexican records retention and regulations is beneficial.

## Job Description: Member-at-Large of the Board of Directors

### Governance:

- **Fulfilling fiduciary duties:** Acting in the best interests of the LCS and exercising due care and diligence in fulfilling their responsibilities.
- **Adhering to the LCS Bylaws and Policies:** Ensuring that the organization complies with its bylaws, policies, and applicable Mexican laws and regulations.
- **Overseeing strategic planning:** Contributing to the development, updating and implementation of the LCS's strategic plan.

## **2. Fundraising and Development:**

- **Supporting fundraising efforts:** Participating in fundraising activities and contributing to the organization's efforts to secure financial resources.
- **Cultivating donor relationships:** Building and maintaining relationships with donors and supporters.

## **3. Program Evaluation and Oversight:**

- **Reviewing program effectiveness:** Assessing the effectiveness of the organization's programs and initiatives.
- **Providing guidance and support:** Offering guidance and support to the Executive Director and staff in carrying out their responsibilities.

## **4. Committee Participation:**

- **Heading or Serving on committees:** Participating in various committees, such as the finance committee, development committee, or program committee.
- **Contributing to decision-making:** Providing input and expertise on committee decisions.

## **5. Representing the Organization:**

- **Serving as an ambassador:** Representing the LCS in the community and promoting its mission and activities.
- **Attending events and meetings:** Participating in relevant events and meetings to increase the organization's visibility.

## **6. Adhering to Ethical Standards:**

- **Maintaining confidentiality:** Protecting the confidentiality of the organization's information.
- **Avoiding conflicts of interest:** Disclosing any potential conflicts of interest and refraining from engaging in activities that could compromise their impartiality.

## **7. Contributing to Board Culture:**

- **Promoting collaboration and teamwork:** Fostering a positive and productive board culture.
- **Encouraging diversity and inclusion:** Supporting efforts to create a diverse and inclusive board.