



Pikes Peak BEST
(Boosting Engineering, Science, and Technology)

Board of Directors and Program Position Responsibilities and Descriptions



Revision History

Rev	Date	Impact	Summary of Changes
Ver 01	May 20, 2020	Major	Initial release
Ver 01	May 21, 2020	Major	Adopted by Board
Ver 02	May 28, 2020	Minor	Changes to allow At-Large Positions on the board
Ver 02	May 28, 2020	Minor	Adopted by the Board



Note that the Pikes Peak BEST Organization Charts clarify and supplement the information in this document.

Responsibilities of all Board Members:

- Set the strategic goals of Pikes Peak BEST.
- Select and oversee the actions and responsibilities of the Hub Director(s)/
- Attend all board and assigned committee meetings and functions, and be prepared to participate.
- Stay informed about board and committee matters; review and comment on minutes and reports.
- Check email and other communications frequently and respond promptly.
- Stay informed about the organization's mission, services, policies, and programs.
- Keep up-to-date on developments in the organization's field.
- Follow developments in the community, economy, government, etc. that may affect the organization.
- Serve on committees and offer to take on special assignments.
- Participate in organizational fundraising.
- Inform others about the organization.
- Get to know other volunteer members; build working relationships that contribute to consensus.
- Strive to maintain morale throughout the organization.
- Suggest nominees to the board who can make significant contributions to the work of the board and the organization.
- Adhere to conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.
- Participate actively in the board's annual evaluation and planning efforts.
- Keep in mind that:
 - Board members have no individual authority separate from the board unless specifically defined by a Board approved policy provision.
 - Board members are encouraged, but not required, to support decisions of the board.



PRESIDENT

General Responsibilities: The President is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently; and are accountable for their performance. The President conducts Board meetings in general accordance with Robert's Rules of Order.

Accountability:

- The President is accountable to the Board of Directors as specified in the Bylaws.
- The President is a voting member of the Board
- The President may delegate specific duties as defined to the Executive Director, Board members and/or committees as appropriate; however, the reporting for such duties remains with the President.

Term of Office: Two years.

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the board or by plan of succession as listed in the ByLaws.

Signing Authority: The President is normally designated by the Board of Directors and/or Bylaws as one of the officers of the corporation authorized to sign various documents and other written obligations. In this capacity, the President may be authorized or required by the Board to sign or countersign:

- checks or other financial documents;
- correspondence, applications, grant proposals and requests;
- reports;
- contracts, documents of legal obligation;
- adopted bylaws and policies;
- any deeds, leases, mortgages, deeds of trust, or other documents of conveyance or encumbrance of any real property owned by the Corporation.

Specific Duties:**Leadership / Governance**

- Partners with the Board of Directors in achieving the organization's mission.
- Provides leadership to the board.
- Encourages the board's role in strategic planning.
- Supervises the business affairs of the organization.
- Appoints committee chairs, in consultation with other board members.
- Discusses with the board of directors issues of concern to the organization.
- Helps guide and mediate board actions with respect to organizational priorities and governance.
- Monitors financial planning and financial reports.
- Informally evaluates the effectiveness of the board members.
- Evaluates annually the performance of the organization in achieving its mission.

Meetings – The President sets the agenda for all board meetings. This may involve periodic meetings with board members and committee chairpersons to draft annual and meeting agendas and reporting schedules. The President presides over meetings of the Board of Directors. In this capacity, the President:

- Chairs meetings according to accepted rules of order for the purposes of encouraging all members to participate in discussion;
 - Calls the annual meeting before the end of March – with notice 10 working days prior
 - Calls the regular board meetings – with notice 5 working days prior
 - Calls special board meetings – with notice 3 working days prior
- Arrives at decisions in an orderly, timely and democratic manner;
- Votes as prescribed in the bylaws.

Board Committees – The President serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the President's role is:

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist committee chairpersons to resolve them, and if necessary, to bring them to the attention of the Board of Directors.



Community Relations – The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization. Duties may include:

- Representing the organization to the media;
- Representing the organization on governmental or nongovernmental organizations and committees;
- Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Board Development – The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Fundraising – The President ensures that structures and procedures are in place for securing the necessary financial resources required by the organization.

Delegation – The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or Directors. The President may delegate some of their responsibilities to the Vice President when not available or unable to perform the tasks.



VICE PRESIDENT

General Responsibilities: Assists the President in the performance of her duties and presides at any meeting of the Board to which the President does not attend. The Vice President performs other duties as may be assigned from time to time by the president and the board including, but not limited to, the following:

- Signing legal documents, and other agreements that contractually bind the corporation.

Accountability:

- The Vice President reports to the President and is accountable to the Board of Directors.
- The Vice President is a voting member of the board.

Term of Office: Two years.

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the board or appointed by the President under ByLaw rules.

Signing Authority: The Vice President may be designated by the President, Board of Directors and/or bylaws as one of the signing officers for certain documents.

Specific Duties:

- Provide advice and counsel to the President and Board.
- Working with the President, helps ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.

Community Relations – The Vice President works with the President to ensure that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the Vice President may:

- Represent the organization to the media;
- Represent the organization on governmental or nongovernmental organizations and committees;
- Represent the organization with potential teaming partners.



BEST Regional Liaison – The Vice President organizes teachers and teams advancing to Regional competition. In this capacity, the Vice President may:

- Conduct a teacher orientation after the Game Day competition to prepare advancing teams;
- Collect contact information from advancing teams and facilitate team interaction;
- Provide travel information and help organize shipping to the Regional event;
- Follow up with teams prior to the Regional event to be sure they still intend to travel;
- Escort teams advancing to Regional competition or delegate this duty to another member of the organization;
- Stay in regular contact with students, teachers and parents while at the Regional event, or representative.
- The Vice President may delegate this Liaison task.



SECRETARY

General Responsibilities: The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's Bylaws, records minutes of meetings, ensures their accuracy and availability, submits various reports to the board, maintains Board membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the Bylaws.

Accountability:

- The Secretary reports to the President and is accountable to the Board of Directors.
- The Secretary is a voting member of the board.

Term of Office: Two years.

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the board or appointed by the President under ByLaw rules.

Signing Authority: The Secretary may be designated by the Board of Directors and/or Bylaws as one of the signing officers for certain documents.

Specific Duties:

- Provide advice and counsel to the President and Board.

Meetings – The Secretary reserves Board meeting location and sets up remote meeting access and distributes information and instructions to the required attendees prior to meeting. The Secretary provides items for the agenda as appropriate. The Secretary enters Board meetings on the website calendar or coordinates to have it done.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the organization's records. In the absence of the President (and Vice-President), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above.



Minutes – The Secretary is responsible for ensuring that accurate minutes of Board meetings are taken and approved in a timely manner. Requirements of minutes may vary but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition/status;
- date, time, location of upcoming Board and Steering team meetings

Custodian of Records – The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g., articles of incorporation, bylaws), lists of directors, board and committee meeting minutes financial reports, and other official records.

Membership Records – The Secretary ensures that official records are maintained for members of the Board and Steering Team. This person ensures that these records are available when required for reports, elections, referenda, other votes, etc.

Bylaws – The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

Communication – The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.



TREASURER

General Responsibilities: The Treasurer is the principal finance officer of RM BEST and, as an officer of the corporation, has charge and custody of and is responsible for all funds and securities of the organization. The Treasurer directs the accounting of RM BEST. Additionally, the Treasurer receives and gives receipts for money due and payable to the organization from any source and deposits all money in the name of the organization in banks as provided by resolution of the board. The Treasurer maintains the financial books and records, writes checks, and disburses funds to discharge obligations of the corporation.

Accountability:

- The Treasurer reports to the President and is accountable to the Board of Directors.
- The Treasurer is a voting member of the board.

Term of Office: Two years.

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the board or appointed by the President under ByLaw rules.

Signing Authority: The Treasurer may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. The Treasurer is authorized to sign corporate checks upon approval by either the President or the Board of Directors.

Specific Duties:

- Provide advice and counsel to the President and Board.
- Deposits such funds in the name of the RM BEST in such depositories as is designated by the Board of Directors
- Keeps accurate books of account and records of financial transactions and the condition of RM BEST
- Submits such reports as the Board of Directors may from time to time require
- Makes an annual financial report to the organization no later than at the annual meeting of the Board of Directors
- Authorized (with the approval of the Board of Directors) to engage any firm of certified public accountants to assist in the performance of any of the duties incident to the Treasurer's office
- Submits or ensures that the organizations taxes are submitted
- Reimburses Board and Steering Team members for authorized program purchases
- Collects and saves financial-related paperwork and data for historical purposes.
- Interfaces with the IRS as required regarding all financial requirements as a 501c3 corporation.



EXECUTIVE DIRECTOR

Purpose: Pikes Peak BEST values its partnerships with other agencies and groups. To enhance this partnership Executive Directors provide input, guidance and a place on the Board of Directors for these agencies.

General Responsibilities: Executive Director represents the interests of the partnership in working with Pikes Peak BEST.

Accountability:

- An Executive Director reports to the President and is accountable to the Board of Directors.
- An Executive Director is a voting member of the board.
- An Executive Director is expected to voice their opinion and goals that represent the partnership between their agency/group and Pikes Peak BEST.

Signing Authority: A Director-at-Large may be designated by the Board of Directors and/or Bylaws as one of the signing officers for certain documents.

Term of Office: Two years.

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the Board of Directors or appointed by the President under ByLaw rules.

Specific Duties:

- Provide advice and counsel to the President and Board.
- Act as a representative or spokesperson for the organization at the President's request.
- Perform other duties as directed by the Board or the President.
- Assigned to committees as directed by the President and / or Board.
- Provide documents to the Board – often electronically for authorized persons.



AT-LARGE

Purpose: Pikes Peak BEST values its partnerships with other agencies and groups. To enhance this partnership At-Large members provide input, guidance and a place on the Board of Directors for these agencies.

General Responsibilities: Executive Director represents the interests of an outside organization that is working with Pikes Peak BEST.

Accountability:

- At-Large members report to the President and are accountable to the Board of Directors.
- At-Large members are not voting members of the board.
- An At-Large member is expected to voice their opinion and goals that represent the partnership between their agency/group and Pikes Peak BEST.

Signing Authority: A Director-at-Large may be designated by the Board of Directors and/or Bylaws as one of the signing officers for certain documents.

Term of Office: As director by the board..

Method of Appointment: Nominated by voting members of the board and elected by majority vote of the Board of Directors or appointed by the President under ByLaw rules.

Specific Duties:

- Provide advice and counsel to the President and Board.
- Act as a representative or spokesperson for the organization at the President's request.
- Perform other duties as directed by the Board or the President.
- Assigned to committees as directed by the President and / or Board.
- Provide documents to the Board – often electronically for authorized persons.



Responsibilities of All Committee Chairs:

- Sets the tone for the committee work.
- Ensures that committee members have the information they need to do their jobs.
- Oversees the logistics of committee operations, including the management of committee schedules and budgets.
- Reports to either the board or the steering team regarding committee decisions, recommendations, and status. Provides committee reports to the Secretary to be included in the meeting minutes.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes (when committee reports in other meeting minutes are not sufficient).
- Initiates and leads the committee's annual evaluation.

Committee Charters – Each Board approved committee shall draft a charter describing its scope of work, authority and responsibilities. All members of each committee agree to serve at the pleasure of the Board of Directors in accordance with Bylaws. All committees shall have a member of the Board of Directors as a liaison (Board Liaison). Committees shall communicate directly to the assigned Board Liaison on all committee matters and otherwise to the Steering Committee. It is not mandatory for Board Liaisons to attend committee meetings.



HUB DIRECTOR

General Responsibilities: Oversees the implementation of the annual robotics competition by serving as Program Director for the Rocky Mountain BEST Hub.

Accountability:

- The Hub Director reports directly to the President of the Board of Directors or the President's representative.
- The Hub Director is appointed by the Board of Directors.
- The Hub Director takes direction from the strategic goals of the Board Directors.
- The Hub Director is a Program Director position and is not a member of the board; however a Hub Director may be an Executive Director if voted in by the Board of Directors..

Method of Appointment: Appointed by majority vote of the board.

Specific Duties:

Manages the Steering Team and its activities -

- Presides over the Steering Team meetings
- Establishes, with the Steering Team, the Steering Team meetings dates/times
- Creates the meeting agendas and coordinates with the Steering Team Secretary to distribute to the attendees 7 days prior of the meetings
- Asks for feedback and updates agenda to reflect those comments
- Selects committee chairs and works with them to answer questions and implement RM BEST and BRI game direction and approaches
- Emcee of the Kickoff, Practice Day and Game Day events or designates a qualified representative.
- Final decision-maker (in coordination with the Floor Boss) for all Kickoff, Practice Day and Game Day issues.