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Source: [Forest Society of Maine](#)

## **EXECUTIVE COMMITTEE JOB DESCRIPTION**

### **Purposes:**

To provide board-level leadership to the entire organization, carry out responsibilities delegated by the full board, and take actions as needed between board meetings. Serve as immediate contact and sounding board for staff in carrying out day-to-day business of the organization. Provide sound financial management to the organization.

### **Responsibilities:**

Provide overall administration for the organization, including oversight of organizational structure and board operations.

Ensure that the organization maintains the legal requirements to preserve nonprofit status.

Oversee the budgeting and audit processes.

Initiate strategic and annual planning.

Coordinate and track committee activities.

Make organizational policy recommendations to the full board.

Establish and oversee personnel policies.

Hire, supervise, and evaluate the executive director.

Oversee management of organizational assets and physical plant.