



## Kids of Chatham Organization, Inc. Board of Directors An Overview

Kids of Chatham Organization, Inc. (KOCO) is a not-for-profit corporation operated by an Executive Director, under the direction and supervision of a board of directors. KOCO's board of directors consists of between 5 and 15 members who are most often current KOCO parents.

The KOCO board usually meets once a month for an hour. The September meeting is the Annual Meeting, at which new board members are welcomed and new officers elected. The KOCO board has four officers -- *positions that may require a time commitment beyond monthly board meetings.*

**President:** communicates with other board members, communicates directly with KOCO's Executive Director, chairs board meetings, meets with consultants as needed

**Vice President:** assists the President; often included in consultant meetings

**Treasurer:** reviews annual budget; reviews monthly Profit and Loss statements; reviews monthly bank reconciliations; reports on fiscal matters at board meetings

**Secretary:** prepares and distributes agenda for board meetings; takes notes during meetings; prepares and distributes minutes to board members and Executive Director

The *By Laws* are the "operating manual" for the KOCO board of directors. All members of the board of directors will be provided with a copy of the *By Laws*, which includes a Conflict of Interest Policy that must be completed and signed.

KOCO would not have been able to operate without the many volunteers who have served as members of its board of directors over the past 35 years. We sincerely thank you for your interest in becoming a member of the team!