



Chair of the Board of Directors: Description of Responsibilities

The Board Chair provides leadership to the Global Compact Network USA Board of Directors as the governing body of the network and acts a liaison between the board, the foundation, and the network's signatories.

Responsibilities include:

Oversight and advisory

- Overseeing the strategic and administrative work of the executive director and, in the absence of an executive director, network staff and/or consultants, primarily in terms of governance and strategic planning.
- Advise staff and consultants, as appropriate, concerning strategic aspects and operational functions of the network

Meetings

- Reviewing and approving planned meeting agenda so that meetings are run efficiently and effectively
- Presiding over meetings and conducting board business
- Presiding over executive sessions
- Encouraging all members to participate in discussion
- Calling for votes as prescribed in the bylaws
- Participating in periodic meetings with strategic counsel, secretariat, executive director, and staff, as appropriate

Board Relations

- Participating in the evaluation and hiring of staff and monitoring performance
- Ensuring effective procedures for recruitment, training, and selection of future board members
- Welcoming new board members and orienting new appointees
- Managing board structure and assisting with creation of committees
- Overseeing the development of annual objectives and goals
- Monitoring the network's expenditures in cooperation with the Treasurer to assure annual budget

Communications

- Representing the network at events and webinars
- Promoting active participation in network events to current signatories and potential new members
- Reviewing drafts of network communications
- Encouraging, where appropriate engagement with the UNGC and the network

Signing Authority

- Acting as designated signatory for certain documents as required on behalf of the board and/or network

Time commitment (approximate)

- 160-180 hours per year



Secretary of the Board of Directors: Description of Responsibilities

The board secretary provides recordkeeping and communication duties to the Global Compact Network USA ("Network") board of directors and serves as custodian of these records. The secretary participates as a voting member of the board.

Responsibilities include:

Meetings

- Attend all meetings and maintain, or cause to be maintained, accurate minutes. The minutes are required to include the following:
 - Date, time, location of meeting or conference details
 - List of board members and external guests present and absent
 - List of items discussed
 - List of reports presented
 - Record of motions and outcomes
- Sign a copy of the final, approved minutes and ensure a copy is maintained in corporate records
- Curate the organization's documents, meeting minutes, financial reports, and other records required by law
- Develop or cause to be developed, the Network meeting agenda and distribute, or cause to be distributed, materials to board members and guests in advance
- Coordinate meeting schedules
- Participate in periodic meetings with strategic counsel, secretariat, legal counsel, tax counsel, executive director, staff, and other providers, as appropriate
- If unable to attend a meeting, designate a delegate to record the meeting minutes

Communications/Board Relations

- Serve as a communications conduit by providing notices of meetings and timely distribution of materials, such as agendas and meeting minutes
- Share knowledge, such as the organization's records and related materials

Signing Authority

- Act as designated signatory for certain documents, such as minutes, as required on behalf of the board and/or Network

Time commitment (approximate)

- 80 hours per year



Treasurer of the Board of Directors: Description of Responsibilities

The board treasurer provides financial oversight and management duties to the Global Compact Network USA ("Network") board of directors and the Network. The treasurer participates as a voting member.

Responsibilities include:

Financial Management

- Overseeing the selection of the Network's bank and account maintenance
- Reviewing invoices in a timely manner and providing accurate knowledge to the board on outstanding bills or debts and overall cash flow
- Acting as primary signatory for any checks written in an amount less than USD2,500.00. Any checks greater than this amount must be passed on to the co-treasurer for a second signature.
 - Ensuring that the co-treasurer has received any necessary documentation to finalize transactions
- Communicating with the United Nations Global Compact Foundation ("Foundation") financial team to ensure timely transfer of funds due to the Network on a quarterly basis
- Maintaining open communication between the Foundation and the board of directors on fundraising, membership contributions, and other financial information
- Acting as custodian of all financial transactions, reports, and documents
- Developing annual budget and providing leadership strategy to ensure the organization's financial prosperity and integrity
- Reviewing financial options needed for the Network's short- and long-term goals and connecting such goals to the mission
- Ensuring that budgetary decisions reflect the priorities, intentions, and objectives of the board and the Network as a whole and the realities of the Network's financial condition
- Overseeing the development and observation of the Network's financial policies
- Participating in periodic meetings with strategic counsel, legal counsel, tax counsel, secretariat, executive director, staff, and other providers, as appropriate

Signing Authority

- Acting as designated signatory for certain documents, such as checks, as required on behalf of the board and/or Network

Time commitment (approximate)

- 80 hours per year



Vice-Chair of the Board of Directors: Description of Responsibilities

The Vice-Chair provides leadership assistance and support to the Global Compact Network USA (“Network”) board of directors as the governing body of the Network and acts a liaison between the chair, board, the foundation, and the Network’s signatories.

Responsibilities include:

Oversight and advisory

- Assisting board chair in overseeing the strategic and administrative work of the executive director and, in the absence of an executive director, Network staff, strategic counsel, and other providers, primarily in terms of governance and strategic planning.
- Advising staff and consultants, as appropriate, concerning strategic aspects and operational functions of the Network
- Evaluating, planning, and coordinating program-specific activities
- Performing other duties as delegated by the chair

Meetings

- Assist board chair in preparation for quarterly meetings, such as suggesting discussion items for agenda and goal setting
- Performing the following duties in the event the board chair is not available:
 - Reviewing and approving planned meeting agenda so that meetings are run efficiently and effectively
 - Presiding over meetings and conducting board business in the event that the Board Chair is not available
 - Presiding over executive sessions
 - Encouraging all members to participate in discussion
 - Calling for votes as prescribed in the bylaws
- Participating in periodic meetings with strategic counsel, secretariat, legal counsel, tax counsel, executive director, staff, and other providers, as appropriate

Board Relations

- Participating in the evaluation and hiring of staff and monitoring performance
- Ensuring effective procedures for recruitment, training, and selection of future board members
- Welcoming new board members and orienting new appointees
- Managing board structure and assisting with creation of committees
- Overseeing the development of annual objectives, goals, and budget
- Monitoring the Network’s expenditures in cooperation with the Treasurer and in accordance with the annual budget

Communications

- Representing the Network at events and webinars, especially at events at which the Chair cannot attend
- Promoting active participation in Network events to current UNGC signatories and prospective new Network members
- Reviewing drafts of Network communications
- Encouraging, where appropriate engagement with the UNGC and the Network



Global Compact Network USA

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Signing Authority

- Acting as designated signatory for certain documents as required on behalf of the board and/or Network

Time commitment (approximate)

- 100-120 hours per year