

LUM Executive Council Job Descriptions

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President

Description

From the [LUM By-Laws](#):

The president shall preside at all meetings of members and directors and shall have such other powers and duties as this code of bylaws or the board of directors may prescribe.

The President is the highest leadership position of LUM. The President sets the agenda for Executive Council meetings (with input from the Executive Director) and the agenda for the LUM Board Meetings (with input from the Executive Council). The President is the leader of the LUM Board, encouraging and empowering the LUM Board representatives to fulfill their [duties](#), individually and collectively. The LUM Board president is sometimes called upon to make a public statement for LUM (in the annual Impact Report, for example), and is often listed as a signer on LUM bank accounts.

Responsibilities

- Executive Council leadership (monthly meeting)
- LUM Board leadership (monthly meeting)
- public relations (if/when necessary)
- legal and financial documentation (signer)

You'll know you're succeeding if...

- the Executive Council is functioning well and making wise decisions
- the LUM Board is energized, responsible, and moving LUM forward in mission
- the communication and rapport with the LUM Executive Director is clear & open
- you are fulfilling your responsibilities (above)
- you have a sense of purpose and satisfaction in your role

Vice President

Description

From the [LUM By-Laws](#):

The vice president shall sit during the absence or incapacity of the president and, when doing so acting shall have the power and duties of the president.

The Vice President is the second highest leadership position of LUM. The Vice President is next-in-line to become President, and as such serves as something of an apprentice to the President (learning from and taking on tasks assigned by the President). In recent history, the VP is nominated for the role of President as the President's year of leadership comes to an end.

Responsibilities

- take on tasks assigned by the President
- lead the LUM Board Governance Team
- attend all Executive Council (monthly) and LUM Board (monthly) meetings if at all possible
- complete additional tasks in a timely manner assigned by the Executive Council

You'll know you're succeeding if...

- the President can communicate with and count on you
- Executive Council is functioning well and making wise decisions
- the LUM Board is energized, responsible, and moving LUM forward in mission
- you are fulfilling your responsibilities (above)
- you have a sense of purpose and satisfaction in your role

Secretary

Description

From the [LUM By-Laws](#):

The secretary shall attend all meetings of members and of the board of directors and shall keep, or cause to be kept, a true and complete record of the proceedings of such meetings, and shall perform a like duty, when required, for all standing committees appointed by the board of directors; shall attend to the giving and serving of all notices of the corporation required by the code of bylaws and in general shall perform all duties pertaining to the office of secretary and such other duties as this code of bylaws or the board of directors may prescribe.

The Secretary is the record-keeper for the LUM Board. The secretary ensures minutes of LUM Board meetings are recorded and kept on file in an accessible location (the LUM Shared Drive, currently). The secretary ensures notes (these do not need to be official "minutes") of the Executive Council meetings are recorded and kept on file in an accessible location (the LUM Shared Drive, currently).

Responsibilities

- ensure proper records (Board - minutes, Exec Council - notes) are kept
- attend all Executive Council (monthly) and LUM Board (monthly) meetings if at all possible
- complete additional tasks in a timely manner assigned by the Executive Council

You'll know you're succeeding if...

- communication with the LUM Executive Director and LUM Office Manager is clear, competent, and consistent
- Executive Council is functioning well and making wise decisions
- the LUM Board is energized, responsible, and moving LUM forward in mission
- you are fulfilling your responsibilities (above)
- you have a sense of purpose and satisfaction in your role

Treasurer

Description

From the [LUM By-Laws](#):

The Treasurer shall ensure that correct and complete records of account, showing accurately at all times the financial condition of the corporation are kept. The treasurer shall submit quarterly, or whenever requested, a statement of the financial condition of the corporation to the board and members and cause an annual audit to be performed.

Responsibilities

- work closely with the LUM Finance Director and LUM Executive Director to ensure all financial records are accurate, securely stored, and properly accessible.
- tend to any and all required duties to ensure the financial integrity of LUM (legal documents, bank statements, etc.)
- double-check payroll before payments are made
- complete required tasks of financial oversight as requested by the LUM Business Office and/or outlines in the LUM Financial Manual
- lead the LUM Finance Team and set the agenda for Finance Team meetings
- attend all Executive Council (monthly) and LUM Board (monthly) meetings if at all possible
- complete additional tasks in a timely manner assigned by the Executive Council

You'll know you're succeeding if...

- communication with the LUM Executive Director and LUM Finance Director is clear, competent, and consistent
- Executive Council is functioning well and making wise decisions
- the LUM Board is energized, responsible, and moving LUM forward in mission
- you are fulfilling your responsibilities (above)
- you have a sense of purpose and satisfaction in your role