

Board Member Responsibilities

Reports To: President of the Board

Status: Volunteer

ESSENTIAL JOB FUNCTIONS

General

- Actively participate on Board of Directors
- Serve on at least one standing committee
- Participate in special events of the organization
- Mentor new board members

Policy

- Ensure that agency meets legal requirements
- Ensure board operates within bylaws and adopts amendments as needed.
- Adopt policies that support the mission, governing principles, and functions of the agency.
- Assume ultimate responsibility for internal policies that govern the agency, as made by the Executive Director.

Finance

- Approve and monitor the corporate finances of the agency, including the annual budget and annual audit.
- Ensure that financial resources are available to meet the programmatic and administrative obligations of the agency.
- Personally contribute financially to the organization.
- Provide linkage to sources of funds for the organization.

Evaluation

- Regularly evaluate agency progress toward annual goals and the strategic plan.
- Monitor agency activities, including reviewing reports of committees and funding proposals; provide good judgment on plans of the Executive Director; and consider, debate and decide issues.

Public and Community Relations

- Inspire confidence in the agency with your community.
- Understand and interpret the work of the agency to the community; act as an ambassador for the organization.
- Seek board members and advisory council members for the organization to assist in reaching objectives.

Human Resources

- Employ and evaluate the Executive Director.
- Participate in recruitment, selection and development of board members.