Term:

- Members of the Board of Directors shall be elected for a two-year term unless special arrangements are made with the nominating committee, with no more than half of the Board elected each year. A member holding office may be re-elected to the Board for four consecutive terms and thereafter such person shall not be qualified to hold a Board Position until the lapse of one year. (By-Laws, Article VI, Paragraph C)

Qualifications:

- A commitment to ______ and its values, an understanding of ______’s objectives, organization, mission, services and the responsibilities and relationship of paid and volunteer staff.
- Submission of a clean criminal background check from county of residence.
- Willingness to work to maintain ______’s diversity standards as expressed in the Cultural Competence and Diversity Statement
- Knowledge and influence in the community.
- Ability to understand concepts and articulate ideas.

Responsibilities; __________Board Members will:

- Serve in a cooperative and ethical manner.
- Specifically, it is unethical for a Board member to:
  
  A. seek special privileges for personal or financial gain, as it is unethical for a Board member to exploit their fiduciary relationship by seeking special privileges for personal or business purposes;
  B. personally assume unauthorized authority;
  C. criticize ______ Board Members, employees, or volunteers publicly;
  D. disclose any personnel information about the employees, or clientele information of the children and families served, including, yet not limited to: the demographic, social, and psychological information, or the services and duration of their provision;
Responsibilities continued; it is unethical for a Board member to:

E. place the interest of one program above the interest of another, or above the entire organization;
F. divulge financial information, including yet not limited to: salaries, budgets, fund raising strategies and plan, etc., to any unaffiliated party.
G. engage in activities which present a conflict of interest, or the appearance of same.

❖ Attend all board and committee meetings and functions. Additionally, attend and participate in all ______________ special events.

❖ Be informed about _________’s mission, services, policies, and programs. Work with the rest of the board to follow _________’s mission and review management’s performance in achieving it.

❖ With the board, annually assess the changing environment and approve _________’s strategy to be responsive.

❖ Serve on at least one committee and offer to take on special assignments.

❖ Make a personal financial contribution to ______.__

❖ Monitor and support _________’s fund development program and goals. Participate in fund raising campaigns, programs and activities and provide financial resources to the agency.

❖ Inform others about __________. Promote the mission and objectives of _________ as an ambassador to our community.

❖ Keep up-to-date and informed on developments and issues related to _________ and its programs.

❖ Refrain from making special requests of the staff.

❖ Participate in the routine functions of the board, including, yet not limited to: policy review and approval; financial report review; annual budget approval; board nominations review and approval; special events; fund campaigns, etc.

Organization:

❖ Monitor, appraise, advise, motivate, support, reward, and, if deemed necessary or desirable, replace the executive director of _________. Discuss with the Board President, Executive Committee Members, and or the executive director matters that are of concern to you as a board member.

❖ Annually approve the performance review of the executive director and establish compensation based on recommendations of the executive committee and board chair.
✓ Ensure that management succession is properly planned.

✓ Ensure that the organizational strength and employee base can substantiate long-range goals.

✓ Approve appropriate employee compensation and benefit policies and practices.

✓ Participate in suggesting prospective board members to the Nominations Committee of the Board to fill vacancies as needed and annually.

**Operations:**

✓ Review results achieved by management compared with the organization’s mission and annual and long-range goals. Compare the organization’s performance to that of similar institutions.

✓ Be informed about ________’s mission, services, policies, and the individual programs: CASA, Child Advocacy Center, and Emergency Shelter. Work with the board to annually assess the changing environment and approve ________’s strategy to be responsive.

✓ Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual financial statements, annually review and approve ________’s funding plans, review and approve the annual financial goals, annually review and approve ________’s budget.

✓ Ensure that the financial structure of ________ will adequately support its current needs and long-range strategy.

✓ Provide candid and constructive criticism, advice, and comments.

✓ Approve major actions of ________, such as capital expenditures on all projects over authorized limits and major changes in programs and services.

**Audit:**

✓ Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.

✓ Ensure that published reports properly reflect the operating results and financial condition of the organization.

✓ Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.

✓ Appoint independent auditors subject to approval of the board members.
Review compliance with relevant material laws affecting _______ and its programs and operations.