

# \_\_\_\_\_, Inc.

## Board Member Position Responsibilities

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### 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.