

# Board of Directors

## Position Description: General Member

Members of the \_\_\_\_\_ Board of Directors play an important role to support the organization. The roles are:

### *Board Attendance:*

- Attend all regularly scheduled board meetings. Contact the Chairperson or Executive Director if unable to attend a meeting.
- Review materials sent in advance before attending each meeting.
- There may occasionally be a need for a special board meeting. Attend each one as needed.

### *Financial Support and Development:*

- Board members are expected to actively support all efforts to provide resources to meet \_\_\_\_\_'s financial needs, including:
  - Making a financial contribution to \_\_\_\_\_'s annual operating needs. A cash contribution in any amount is recognized as meeting this requirement.
  - Inviting friends, family, acquaintances and associates to \_\_\_\_\_'s one-hour "Voices Tour" to build community awareness and help identify potential long-term supporters.
  - Hosting and/or volunteering at tours, special events or on event committees.
  - Recruiting individual or corporate financial resources and assisting in the development or identification of potential funding resources.
  - Purchasing and/or selling tickets to special events.

*Commitment to Strategic Planning:*

- Take an active role in supporting and contributing to the strategic planning efforts of the organization.
- Remain up to date on the existing strategic plan and assist in ensuring the execution of its objectives.

*Community and Program Support:*

- Effectively represent \_\_\_\_\_ in the community through existing relationships, outreach efforts and speaking opportunities to community groups.
- Provide support to the Director and staff when needed; and actively support volunteer recruiting efforts for all \_\_\_\_\_ needs.

*General Guidelines:*

- Maintain confidentiality.
- Submit to and pass criminal background checks.
- Understand financial statements, budgets and processes.
- Exercise due care in directing the organization, through active participation and reasonable inquiry.
- Exercise due loyalty, including adherence to organizational conflict of interest policy.