

MEMBER OF THE BOARD

PURPOSE

To act as a voting member of the board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the organization; to monitor the organization's financial health, programs, and overall performance; and to provide the chief executive officer and/or board officers with the resources to meet the needs of those the organization serves.

THE FULL BOARD'S RESPONSIBILITIES

- Establish policy.
- Hire and evaluate the administrator (when applicable).
- Secure adequate funding for the organization.
- Monitor finances and provide fiscal accountability.
- Create and update a long-range plan for the organization.
- Select and support the board officers and periodically review their performances.
- Adopt key operating policies and procedures; approve contracts as appropriate.
- Enhance the organization's public image.

INDIVIDUAL BOARD MEMBERS' DUTIES

- Become knowledgeable about and committed to the organization, its mission, goals, programs, and policies,
- Act in a positive and supportive manner of the organization to individuals, the public and to other organizations,
- Avoid conflicts of interest within one's personal and professional life,
- Support fundraising efforts whenever possible,
- Contribute financially to the best of one's ability,
- Attend all board meetings and activities, including special events and board retreats,
- Come to meetings prepared to contribute to the discussion of issues and business by reading the agenda and other provided material, expressing points of view, making constructive suggestions, and helping the board make decisions that benefit the organization and those it serves,
- Actively serve on at least one committee and assume board leadership roles when asked,

- Keep the administrator and/or board leadership informed about any concerns from the community and stay informed on developments in the organization's field,
- Participate in voting and election activities of the board,
- Make suggestions of possible nominees for board membership who can make significant contributions to the work of the board and the organization, and
- Assist the board in carrying out any fiduciary responsibilities.