

## Responsibilities of Board of Directors

### Purpose of the Board Member Role

To act as a voting Member of the Board of Directors with full authority and responsibility to develop policies for the governance and operation of the organization; to monitor the organization's financial health, programs and overall performance; and to provide the Chief Executive Officer with the resources to meet the needs of the constituents the organization serves.

### The Full Board's Responsibilities

- Governance
- Establish policy
- Hire and evaluate the Executive Director
- Secure adequate funding for the organization
- Monitor finances
- Create and update a long-range strategic plan for the organization
- Select and support the organization's Board Officers
- Adopt key operating policies; approve contracts as appropriate

### Duties of Individual Board Members

- Regularly attend and participate in Board Meetings
- Become knowledgeable about the organization, its Mission and programs
- Come to Board Meetings well prepared and well-informed about issues on the Agenda
- Contribute to meetings by expressing your point of view
- Consider other points of view, make constructive suggestions and help the Board make decisions benefit those persons or entities the organization serves
- Serve on at least one Committee
- Represent the organization to individuals, the public and other organizations in a positive and professional manner as a Brand Ambassador
- Support the organization through attendance at special events and activities and *through meaningful financial contributions; commit to making <<organization>> one of your top charitable priorities*
- Assume Board leadership roles when asked
- Keep the Executive Director informed about any concerns the community may have about the organization and its operations
- Maintain confidentiality of Board discussions

## Rationale

Board Members set organizational policies and goals; delegating authority to the Executive Director to implement them in the day-to-day management and operations of the organization. Individual Members of the Board, however, have no authority to act independently of the full Board. When they do, it can be seriously detrimental to the organization's ability to carry out its Mission; Board cooperation and cohesiveness; and the organization's public image in the community. Board Members who abuse their position may be disciplined or censured.

Board Members are also "trustees" of their organization, approving an annual budget to ensure it can meet its financial needs now and in future. In addition, Board Members monitor the overall financial health of the organization by reviewing annual reports prepared by an auditor recommended by the Executive Director. The Executive Director retains responsibility for the day-to-day operational expenditures.

Individual Board Members should attend all Board Meetings; actively participate in Board Meetings and functions; and serve on at least one Committee or as Board Officer. Finally, Board Members have the responsibility to know and fulfill their proper role as Board Members and to act in the best interest of those persons or entities the organization serves.