



BOARD MEMBER JOB DESCRIPTION / APPLICATION

The Board acts as the governing body to ensure the organization is managed effectively and financially sound.

General Responsibilities

Finance

Responsible for working in partnership with the Executive Director to review and approve the annual budget with full understanding of its content. Regularly review income and expenses. Ensure the organization has adequate insurance. Coordinate, oversee and evaluate the process of the annual independent audit.

Management

Responsible for hiring, supporting and evaluating the Executive Director. Annually review job description, identify performance goals, discuss professional development opportunities, and review and discuss compensation. Responsible for the overall financial resources of the organization.

Fund Raising/Development

The Board will annually review the organization's resources, identify gaps in funding, and build a Fund Development Plan to address its most critical needs. Though the Board may assign certain activities to the Center's Fundraising Committee, the Board will ultimately maintain the responsibility of meeting the organization's fund development goals.

Strategy

Responsible for maintaining the organization's identity by supporting the organization's mission, collaboratively plan and execute sound decisions in alignment with the organization's vision and values, and take part in annual planning sessions.

Personal Responsibilities

- Regularly attend board meetings and special meetings as required.
- Take an active role in meetings by reviewing the materials and respectfully participates in consensus decision-making.
- Volunteer for and accept assignments related to board and committee work. Complete work in a timely manner.
- Willingness to commit time to participate on at least one board committee.
- Demonstrate a personal code of ethics and sound judgment.
- Participate in fund raising activities.

- Contribute a special skill or talent to the work of the board; i.e., parent or alumni parent (client) perspective, community member, education, finance, human resources, law, business/economic development, community development, health care, public service, etc.
- Make a personal financial commitment. One hundred percent of the board needs to financially support the organization. Personal contributions should be made at a level that individual board members can afford.
- Missing 3 consecutive board meetings may result in removal from the board.

My signature indicates that I will fulfill the responsibilities as listed in the job description for the term of my service.

Board Member

Date

Board President

Date