Roles and Responsibilities of Board Members

Responsibilities of Board Members (Mission, Oversight, Resources, Outreach)

- Determine/understand the organization's mission and purposes.
- Select chief executive (President) and other officers.
- Support the chief executive and review his/her performance.
- Ensure effective organizational planning – both short and long term.
- Ensure adequate resources to support the organization.
- Mange resources effectively.
- Determine, monitor, and strengthen the organization's programs and services.
- Enhance the organization's public standing.
- Ensure legal and ethical integrity and maintain accountability.
- Recruit and orient new board members, and assess board performance.

Expectations of Board Members (Board Governance)

General:

- Support the organization's mission, goals, policies and programs.
- Serve actively on committees/task forces as requested by the President.
- Attend activities and events sponsored by the organization.

Meetings:

- Prepare for and participate in board and committee meetings.
- Ask substantive questions, understand the issues.
- Support majority decisions.
- Suggest agenda items to insure policy related issues are addressed.

Avoid Conflicts:

- Serve the organization as a whole – not a special interest group.
- Avoid the appearance of a conflict of interest.
- Accept no favors or gifts from anyone doing business with the organization.

Fiduciary Responsibilities:

- Exercise prudence in the use of group funds
- Understand the budget/financial statements; help the board fulfill its fiduciary responsibilities.

Fund Raising:

- Mane an annual "stretch" gift to the organization.
- Assist the organization by implementing fund raising strategies.
- Participate in all group fund raising programs and activities.

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