

DRAFT

BOARD MEMBER JOB DESCRIPTION

Title	Member, Board of Directors
Responsible to	Chair, Board of Directors
Objective	Provide leadership in successfully accomplishing the goals and objectives of the organization
Term	Three years. Board members may be eligible to serve additional three year elected terms
Meetings	The Board meets 12 times annually; more frequently as required. Board members may also be assigned to working committees that require participation and attendance
Responsibilities	<ul style="list-style-type: none">➤ Represent the “owners;” protect the public interest➤ Participate in strategic planning. Establish mission, vision, goals and objectives and monitor their successful achievement➤ Determine the organizational structure and assure compliance with the by-laws, articles of incorporation and all state, local and federal laws➤ Establish and enforce operating and organizational policies➤ Become familiar with the agency’s programs and activities➤ Serve on committees as needed➤ Employ, evaluate and monitor the Executive Director➤ Provide for adequate finances and other resources required to accomplish the mission, goals and objectives of the agency➤ Contribute, according to personal ability, to the annual fund appeal➤ Actively assist in fundraising➤ Serve as an interpreter, information source and ‘good will ambassador’ to the community