

1.1 Basic Board Responsibilities

BASIC BOARD RESPONSIBILITIES

To be a successful and valuable member of your board, you will want to keep the following items foremost in your mind. These are your basic board member responsibilities:

Setting Policy

Your primary board function is to set the course for the organization by developing guidelines that ensure the organization is run effectively, legally, and ethically. These guidelines are building blocks for your CEO who, in turn, is responsible for implementing the policies and manage the organization in accordance with those guidelines.

Supporting Your CEO

Without your CEO's day-to-day management skills, the policies and plans adopted by the board would be of little impact. He or she truly is the person who makes your ideas and visions real. As you work together to achieve the organization's goals, however, you **must also remember that your job and the CEO's job are quite different**. You make the plan, but the CEO decides how the plan is implemented and the goals accomplished.

Guiding Long-Range Planning and Development

The board gives direction to the organization through long-range goals ranging at least three to five years into the future. During the planning process, you will be asked to assess the present and future needs of the community and to determine how the organization fits into that picture.

Monitoring Finances

As a "trustee" for the organization's money, you are responsible for seeing that it is spent effectively in delivering programs and services. You're also responsible for looking into the financial future. When you plot the organization's goals, you must review your ability to pay for your plans.

Working Cooperatively With Other Board Members

If you cannot work with your peers, then your board will accomplish nothing. This is true in every aspect of board service -- meeting efficiency, conflict management, recruitment, training, and CEO evaluation.

1.2 Board Member Job Description

BOARD MEMBER JOB DESCRIPTION

Title:	Member, Board of Directors
Reports to:	Board Chairman
Purpose:	To serve the board as a voting member; to develop broad policies for the operation of the organization; to monitor finances of the organization, its programs and performance
Term:	Four year term - expiring the last of the month first appointed
Expected Meeting Attendance:	Regularly attend meetings as scheduled and the Annual All-Boards Strategic Planning Retreat
Attendance:	<ul style="list-style-type: none">• Attend standing committee meetings if an appointed committee member• Participate as an ad hoc committee member if appointed• Attend board retreats, in-service workshops and other board development activities• Attend and participate in special events as needed
Obligations of the Board:	<ul style="list-style-type: none">• Create vision/establish mission• Establish policies when necessary• Hire/fire/supervise and evaluate the CEO• Secure adequate funds• Monitor finances• Maintain and update long-range plans• Evaluate and perpetuate itself• Fulfill the board's legal responsibilities
Specific Duties	<ul style="list-style-type: none">• Attend meetings and show commitment to board activities• Be well informed on issues and agenda items in advance of meetings• Contribute skills, knowledge and experience when appropriate• Listen respectfully to other points of views• Participate in organizational decision-making• Assume leadership roles in all board activities• Represent the organization to the public and private industry• Educate yourself about the needs of the people served• Know other board members and key company staff• Remain informed about the organization• Know the organization's history, mission and goals
Time Requirements:	Two to three hours a month (some boards only meet quarterly).

