

# Our VOICE, Inc.

## Board Member Job Description

### Accountability

The Board of Directors is collectively responsible for effective governance of the agency and is accountable for the agency's performance through the following:

### Participation

- Attend all regular and special Board meetings and participate in proceedings.
- Serve on at least one committee and actively participate in meetings of the committee.
- Support and participate in fundraising campaigns, including solicitation of funds as determined by the Board.
- Financially support the agency through the Board Fundraising campaign.

### Action

- Review, clarify, and/or amend and approve the mission and goals of the agency.
- Review, clarify, and/or amend and approve the bylaws and governing policies.
- Approve an annual budget to authorize expenditures and revenue.
- Participate in strategic planning activities.
- Participate in hiring, evaluation, and support of the Executive Director.
- Monitor the performance of the agency.
- Participate in the recruitment of new Board members.
- Serve as a positive advocate for the agency within the community.
- Assist the agency to gain community support by exercising personal and professional contacts whenever possible.

### Information/Preparation

- Prepare for each Board meeting by reading material distributed prior to the meeting.
- Maintain knowledge of current programs and staff of the agency.
- Keep informed about community issues relevant to the agency.

### Team Work

- Work as a team member and support Board decisions.
- Respect the confidentiality of information given to the Board.
- Disclose one's involvement with other organizations, businesses, or individuals where such a relationship might be viewed as a conflict of interest.

### Member Qualifications

- Knowledge of the community.
- Commitment to agency mission.
- Interest in furthering the goals of the agency.
- Time available to attend Board meetings and retreats.
- Experience or knowledge in any of the following: issues related to sexual violence, community needs, finance, personnel, evaluation, public relations/marketing, fundraising.