

## **BOARD MEMBER JOB DESCRIPTION**

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

### Participation

1. Attend at a minimum of nine regular board meetings for each year of board service (out of twelve monthly meetings), except upon acceptable excuse provided in advance to the Board President, and in no event missing more than two consecutive meetings.
2. Service on at least one committee and active participation in those meetings.
3. Support and participate in fundraising campaigns, including solicitation of funds, as determined by the Board.
4. Financial support of the agency via an annual donation.

### Action

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

### Information/Preparation

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

### Team Work

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

### Board Member Qualifications

1. Ability to fulfill requirements of Bylaws and Board Member Agreement.

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2. Knowledge of the community.
3. Commitment to agency mission.
4. Interest in furthering the goals of the agency.
5. Availability to attend Board meetings, agency events, and retreats.
6. Experience and/or knowledge of any of the following: issues related to sexual violence, community needs, finance, personnel, evaluation, public relations/marketing, fundraising.