

# JOB DESCRIPTION: BOARD MEMBER (CONTINUED)

## Community Relations

1. Ensure that the organization's programs and services appropriately address community/constituents needs.
2. Promote the organization to the general public, including serving as an emissary of the organization to the community.
3. Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.

## Operations

1. Ensure that the organization's administrative systems are adequate and appropriate.
2. Ensure that the board's operations are adequate and appropriate.
3. Ensure that the organizational and legal structure are adequate and appropriate.
4. Ensure that the organization and its board members meet all applicable legal requirements.

## Requirements for Board Service

- ◆ A demonstrated interest in the organization's mission and goals.
- ◆ Specific experience and/or knowledge in at least one area: Human Resources, Planning, Finance, Development, Community Relations, or Operations.
- ◆ Representative of a key aspect or segment of the population of the community.
- ◆ A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
- ◆ A willingness to represent the organization to the community.
- ◆ Six to ten hours per month, distributed approximately as follows:
  - 3-4 hours Board meetings (preparation and attendance)
  - 2-3 hours Committee meetings (preparation and attendance)
  - 1-3 hours Special requests
- ◆ A willingness to participate in board fundraising activities and make a financial contribution to the organization to the best of one's ability.

# JOB DESCRIPTION: BOARD CHAIR

## *Responsibilities*

Provide leadership to the volunteer board in determining that the board meets all responsibilities. Serves as chief spokesperson in all board matters. Promotes agency activities aimed at achieving its goals.

## **Human Resources**

**Board Leadership** -- Appoints, subject to ratification of the board, standing committee chairs and such special committees as may be deemed necessary to expedite the goals of the agency. Directs the board in the fulfillment of its stated roles. Presides in regular and special meetings of the board and its executive committee.

**Leadership Development** -- Promotes the development of selected volunteers to assume future key leadership roles in the agency and assists current agency leadership in identifying key persons in the community who should be recruited to assist the agency.

**Supervision** -- Supervises the executive director, assuring that the internal operations of the agency are conducted effectively and with maximum efficiency toward achieving its stated objectives. Supervises standing committee chairs to assure that their stated functions are being performed.

## **Planning**

Oversees the planning and goal-setting process for the agency and ensures that the committees of the board and staff members work cooperatively so that the planning functions can be accomplished. Ensures that personnel evaluations take place for board and staff, as well as program evaluations.

## **Finance**

Appoints finance committee and monitors the fiscal policy development and management of the agency.

## **Community Relations**

Serves as official spokesperson to the public on all board matters, and ensures that the public relations efforts of the organization are clearly maintained.