



Board Member Job Description

Governance

Learn about the organization including its mission, strategic plan, programs, policies, operations, finances, challenges and opportunities. Read the Articles of Incorporation and By-laws. Participate in the new board member orientation program.

Attend all board and designated committee meetings and participate actively and responsibly. Review the agenda and any supporting documents prior to the meeting.

Know the basic operation of the Parliamentary Procedures.

Respect your fellow board members and their time. Keep to the agenda and avoid digressions that do not move the organization forward.

Use any special skills or training you may have to further the work of the board and the organization. Distinguish your personal opinions from your professional ones.

Adhere to the Confidentiality Statement, Code of Ethics and Conflict of Interest Statement.

Finances

Review and understand the organization's financial reports and budget.

Adopt policies on board travel, meeting expenses and reimbursements. Follow the policies and hold other board members responsible.

Assist and Participate in Fundraising Efforts

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the Executive Director and management staff, to raise funds from the community.

Provide financial support to the organization according to your ability.

Performance

Annually assess the performance of the board as a whole and your own performance as a board member. Identify areas in need of improvement and acknowledge those things that are going well.

Annually assess the performance of the organization as a whole. Review the strategic plan and objectives and make adjustments as needed.

Staff

Participate in the active recruitment and selection process of Executive Director, ensuring the selection of the most competent and qualified applicant. Ensure Executive Director has moral and professional support needed to fulfill goals of the organization. Annually evaluate the Executive Director's performance.

Understand your role as a director and the roles of management staff in the governance and operation of the organization.

Ensure that there is a succession plan in place for the Executive Director.

Leadership

Participate in the active recruitment, selection and orientation of new board members. Define and maintain a balanced Board. Encourage continuing education for all board members and participate in the programs.

Legal and Ethical Integrity and Maintain Accountability

Responsible for ensuring adherence to legal standards and ethical norms; warrant solid personnel policies, complaint procedures, and clear delegation to the Executive Director of hiring and managing employees.

Duty of Care

Taking the Duty of Care and exercising the judgments that any reasonable and prudent person would exhibit in the process of making informed decisions, including acting in good faith consistent with what you as a member of the Board truly believes is in the best interest of the organization.

Duty of Loyalty

The Duty of Loyalty calls upon the board and its members to consider and act in good faith to advance the interests of the organization. Board members will not authorize or engage in transactions except those in which the best possible outcomes or terms for the organization can be achieved. This standard constrains a board member from participating in board discussion and decisions when they as an individual have a conflict of interest (i.e. personal interest conflict with organizational interest.). While the board members of each category should take into account the interests of their constituency, each board member must still act in the best interests of the YVEDDI as a whole.

Duty of Obedience

The Duty of Obedience requires obedience to the requirements of applicable laws, rules, and regulations, as well as honoring the terms and conditions of the organization's mission, by-laws, policies, and other standards of appropriate behavior.

Clearly articulate and interpret the organization's mission, accomplishments and goals to the public, as well as garnering support from important members of the community to ensure comprehensive public relations; represent the organization in a positive matter.

Ensure Effective Organizational Planning

Monitor the organization’s Programs and Services.

As organizational stewards participate with management staff in an overall planning process and monitor the progress of carrying out the plan. Support YVEDDI management staff and other board members as partners toward achievement of our goals.

I have read and understand the Board Job Description and my responsibilities as a Board member of YVEDDI.

Signature - Board Member	Date

Return one copy to the board chair, and keep the other for reference.