

Board of Directors Job Description

Title: Member of Board of Directors

Term: 3 years

Reports To: Board President/Chairperson

Purpose: To serve on the Board of Director as a voting member; develop policies and procedures for the operation of the organization; to monitor finances of the organization; to provide overall direction to the organization and its program; and to monitor the quality and effectiveness of services.

Meeting Attendance:

- Attend meetings as scheduled.
- Attend committee meetings if member.
- Attend board retreats, trainings, and other board activities.
- Attend and participate in special events as needed.

Obligations of the Board:

- Establish by-laws
- Create policy
- Select, supervise, evaluate, and dismiss Executive Director
- Secure adequate funds
- Maintain and update long-range plans

Specific Duties:

- Attend all board and committee meetings and functions, such as special events.
- Be well informed about the organization's mission, services, policies, and program.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Represent the organization positively to the public and private industry.
- Educate yourself about the needs of the people served.
- Be a strong advocate for disability rights and the Independent Living Movement.