

Board Roles and Responsibilities

Board Responsibilities:

- Prepare for, attend, and actively participate in meetings
- Nominate and elect officers
- Recruit new board members with staff involvement
- Contribute financially to the Center
- Provide leadership and actively participates in fund development for the Center
- Perform volunteer work for the organization
- Represent the organization in public
- Set policy and organizational goals
- Hire the Executive Director and evaluate his or her performance at least annually
- Assure that fiscal policies are in place and followed
- Help develop (with staff initiative) and adopt budgets
- Fulfill all IRS and state reporting requirements
- Review and amend the bylaws every two years
- Ensure compliance with the funding source's policies and regulations
- Establish personnel policies and monitors compliance

An Effective Board:

- Understands the organization's mission and acts to implement it
- Sets policy and acts as a 'check and balance' but does not run day-to-day activities of the organization
- Works primarily with the Executive Director and sets goals by which the Board can evaluate him or her at least annually
- Recruits new members to meet changing needs
- Elects qualified officers and appoints qualified committee chairs
- Conducts long-range strategic planning (3-5 Year)
- Supports the organization in public

Legal Liabilities of Board Members:

- Fiduciary responsibility to properly use and manage assets
- Avoid conflicts of interest
- Stay informed and set policy
- Minutes to include:
 - ☑ Evidence of a quorum
 - ☑ Vote results
 - ☑ Names of abstainers and dissenters
 - ☑ Reports and documents introduced
 - ☑ Signature of Secretary and Chair
- Make sure all technical and statutory requirements are met
- Read the financial statements and ask for training to understand

