BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

PROVIDE CONTINUITY FOR THE ORGANIZATION

The Board is responsible for setting up a corporation or legal existence, and to represent the organization’s point of view through interpretation of its products and services, and advocacy for them.

The board should ensure that an internal review of the organization’s compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire board. The Board is responsible for all legal documentation.

The board should periodically assess the need for insurance coverage in light of the nature and extent of the organization’s activities and its financial capacity. A decision to forego general liability insurance coverage of Directors and Officers liability insurance coverage should be made only by the board of directors.

DETERMINE, EVALUATE AND DIRECT THE ORGANIZATION’S MISSION AND PURPOSE

The board should engage in ongoing planning activities as necessary to determine the mission of the organization and its strategic direction, to define specific goals and objectives related to the mission, and to evaluate the success of the organization’s services toward achieving the mission. Included within this responsibility is the approval long range goals and annual objectives.

EMPLOY CHIEF EXECUTIVES, APPROVE COMPENSATION FOR STAFF

Select and appoint a chief executive to whom responsibility for the administration of the organization is delegated. This responsibility includes a review and evaluation of his/her performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the organization, in program planning and implementation, and in management of the organization and its personnel. The board should set the compensation for the Chief Executives. The Board also offers administrative guidance and determines whether to retain or dismiss the Executives. The board also makes the decision to add additional staff.

If the organization employs staff, the board should annually review its overall compensation structure, using industry-based surveys of salaries and benefits. The board should ensure that sufficient funds are allocated to contribute to full-time, permanent employees. The board should establish policies, when appropriate, on employee benefits, vacation, and sick leave.

GOVERN THE ORGANIZATION BY BROAD POLICIES AND OBJECTIVES

The Board should approve written policies for the effective, efficient and cost-effective operation of the organization and procedures governing the work and actions of its employees and volunteers. These policies and procedures should address the following: working conditions; evaluation and grievance procedures; confidentiality of employee, volunteer client conditions; and organization records and information; and employee and volunteer growth and development. The Board applies organizational policies and objectives formulated and agreed upon by the chief executive and employees. This responsibility includes the
determination of priorities and the assurance of the organization's capacity to carry out programs by continually reviewing its work. The Board also determines the Organization's Programs and Services, and oversees these programs through the review of reports and presentations.

ENSURE ADEQUATE RESOURCES AND MANAGE RESOURCES EFFECTIVELY

The board is responsible for the financial health of the organization and should actively participate in the fundraising process through members financial support and active seeking of the support of others.

The Board approves the organization’s budget annually and assesses the organization’s financial performance in relation to the budget at least four times a year. As part of the annual budget process the board should review the percentage of the organizations resources spent on program administration and fundraising, with a goal of at least 70% of revenue used for programs. The board approves expenditures outside the authorized budget.

The board is also responsible to account to the public for the products and services of the organization and expenditures of its funds by providing for fiscal accountability of budgets and policies formulated for the management of contracts and private resources. Included in this responsibility is the initiation of financial audits.

REPRESENT THE ORGANIZATION WITHIN THE COMMUNITY AND BEYOND

The board interprets the organization to the community. The Board is responsible to represent and promote the organization and its mission to the community, peer organizations, professional and industry associations and beyond. The board in conjunction with staff provides organizational linkage with other organizations, and fosters new partnerships.

CONVENE BOARD MEETINGS COMMITTEES, BOARD RECRUITMENT NEW BOARD MEMBERS

Board members accomplish their function through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the board. The board appoints committee members, calls Committee Chair to urge him/her into action, and promotes attendance of both Board and Committee meetings. The board determines Committees Roles and Responsibilities.

The board is also responsible for recruiting new board members who are committed to the organizations mission, meet the qualifications as determined in organizational policy are representative of the community, willing to serve the required term, and commit to the responsibilities as described here.