

## **Board Duties and Responsibilities**

A board of directors is a group of people legally charged with the responsibility to govern a corporation.

Board members are legally and morally responsible for all activities of the agency and are solely responsible for determining agency policy, approving the annual budgets and determining the goals of the agency.

### Responsibilities of Each Individual Board Member

1. Attend the board meetings
2. Serve on at least one committee
3. Make an annual contribution to the Board of Directors fund. The amount is not important but the fact that each board member gives is very important.
4. Help raise funds by assisting with contacts with individual donors, corporations and foundations and by being active in the resource development role of the board.
5. Represent the agency whenever possible to your constituencies and in your community and represent the agency in more formal ways when requested.
6. Look actively for opportunities to fulfill the mission through strategic grant making and asset development.

## **Major Duties of Board of Directors**

### **1. Provide continuity for the organization**

by 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

### **2. Select and appoint a chief executive**

to whom responsibility for the administration of the organization is delegated, including:

- to review and evaluate 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
- to offer administrative guidance and determine whether to retain or dismiss the executive

### **3. Govern the organization by broad policies and objectives,**

formulated and agreed upon by the chief executive and employees, including to assign priorities and ensure the organization's capacity to carry out programs by continually reviewing its work

### **4. Acquire sufficient resources for the organization's operations**

and to finance the products and services adequately

### **5. Account to the public for the products and services of the organization and expenditures of its funds, including:**

- to provide for fiscal accountability, approve the budget, and formulate policies related to contracts from public or private resources
- to accept responsibility for all conditions and policies attached to new, innovative, or experimental programs.