

Chapter 10

Board Member Job Description

Board member responsibilities 10.1

Board members are responsible for determining Linking Families and Communities policy in human resources, planning, finance, community relations, and organizational operations.

Human Resources - Board members have **three key responsibilities** in this area:

- board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
- executive director oversight, which includes hiring, termination, disciplining and ongoing evaluation of the executive director;
- personnel policies, which includes policies relating to the executive director's employment, and ensuring that the executive director has complete and up-to-date policies in place for management of staff.

Planning - Board members have **three key responsibilities** in this area:

- establishing and reviewing Linking Families and Communities mission/ philosophy/ goals;
- planning which services/ programs Linking Families and Communities provides; and
- evaluating Linking Families and Communities services/ programs and operations on a regular basis.

Finance - Board members have **four key responsibilities** in this area:

- ensuring financial accountability of Linking Families and Communities;
- overseeing an ongoing process of budget development, approval and review;
- raising funds and/ or ensuring that adequate funds are available to support Linking Families and Communities' policies and programs; and
- overseeing properties or investments of Linking Families and Communities.

Community Relations - Board members have **three key responsibilities** in this area:

- ensuring that Linking Families and Communities' programs and services appropriately address the needs of those we serve;
- advocating for Linking Families and Communities' services/ programs, which includes an awareness that board members are always emissaries of Linking Families and Communities in the community; and
- cooperative action, which includes determining occasions when Linking Families and Communities could/ should take part in coalitions, joint operations, etc.

Organizational Operations - Board members **have four key responsibilities** in this area:

- ensuring that Linking Families and Communities' management systems are adequate and appropriate;
- ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
- ensuring that organizational and legal structure are adequate and appropriate;
- ensuring that Linking Families and Communities and its board members meet all applicable legal requirements.

Performance expectations for board members 10.2

In performing duties as a member of the Linking Families and Communities board, every board member is expected to:

- demonstrate a strong belief and commitment to Linking Families and Communities' mission.
- devote the necessary time to prepare for and participate in board and committee meetings.
- exhibit high ethical standards and integrity in all board actions.
- be an enthusiastic advocate for Linking Families and Communities.
- take responsibility and accountability for Linking Families and Communities and all decisions made by the board.
- spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better.
- demonstrate willingness to work as a team member with other board members and the executive director.