



BOARD OF DIRECTORS JOB DESCRIPTION

Participating as a board member requires engagement. The Board will support the work of BIAAR and provide mission-based leadership and strategic governance. While day-to-day operations are led by the President, the Board-President relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

MISSION/VISION/STRATEGY

- Develop and monitor the organizational mission and vision, and be aware of the services, programs, and policies of BIAAR.
- Ensure that the organization and its board members meet all applicable legal requirements.
- Develop, monitor, and evaluate the organization's strategic plan.
- Ensure that the organization's programs and services appropriately address constituent needs.

ENGAGEMENT

- Directors are encouraged to attend board meetings and functions in person.
- Be prepared for each board meeting by reviewing the board materials prior to the meeting.
- Participate on board committees or task forces.
- Sign the conflict of interest and confidentiality policies.
- Bring names of individuals who should be considered for the board of directors.
- Willingness to expand knowledge of board responsibilities through board training opportunities.
- Assist in promoting BIAAR throughout the year.
- Adhere to the duties of care, loyalty, and obedience.

FINANCIAL SUPPORT

- Ensure financial accountability of BIAAR
- Oversee ongoing process of budget development, approval, and routine review.
- Monitor the adequacy of funds to support the organization's policies and programs.
- Make an annual financial contribution to BIAAR.
- Help and participate in raising funds in any way you are able, including, but not limited to, contributing ideas, contacts, and acting as an ambassador.