



# Brain Injury Alliance

## *Arkansas*

### **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/Executive Director, the Board-President/ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

#### Mission/Vision/Strategy

1. Develop and monitor the organizational mission and vision, and be aware of the services, programs, and policies of BIAAR.
2. Ensure that the organization and its Board Members meet all applicable legal requirements.
3. Develop, monitor, and evaluate the organization's strategic plan.
4. Ensure that the organization's programs and services appropriately address constituents.

#### Engagement

1. Directors are encouraged to attend Board meetings and functions in person and must attend at least one in person annually.
2. Be prepared for each Board meeting by reviewing the Board materials prior to the meeting.
3. Participate on Board committees or task forces.
4. Sign the Board Member Giving Agreement, Code of Conduct, Board Member Agreement, Confidentiality Agreement, Conflict of Interest Agreement, Communication Agreement and Meeting Policy.
5. Bring names of individuals who should be considered for the Board of Directors.
6. Willingness to expand knowledge of Board responsibilities through Board training opportunities.
7. Assist in promoting BIAAR throughout the year.
8. Adhere to the duties of care, loyalty, and obedience.

#### Financial Support

1. Ensure financial accountability of BIAAR.
2. Oversee ongoing process of budget development, approval and routine review.
3. Monitor the adequacy of funds to support BIAAR's policies and programs.
4. Make an annual financial contribution to BIAAR.
5. 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.