**BOARD MEMBER JOB DESCRIPTION**

**Responsible to** President, Board of Directors

**Objective** Provide leadership in successfully accomplishing the goals and objectives of the organization

**Term** Initially, one year.Board members may be eligible for additional three year elected terms

**Meetings** The Board meets 4 times annually. Board members may also be assigned to working committees that require participation and attendance

**Responsibilities**

1. Participate in strategic planning. Establish mission, vision, goals and objectives and monitor their successful achievement
2. Determine the organizational structure and assure compliance with agency by-laws, articles of incorporation and all state, local and federal laws
3. Establish operating and organizational policies
4. Become familiar with the organizations programs and activities
5. Serve on Committees as needed
6. Employ and monitor the Executive Director. Delegate all operational tasks to the Executive Director
7. Help seek adequate finances and other resources required to accomplish the mission, goals and objectives of the agency
8. Make a personal financial contribution at a level that is meaningful to me
9. Actively participate in one or more fundraising and in-kind acquisition activities
10. Upon request, serve as an interpreter, information source and ‘good will ambassador’ to the community