



*a hope for today*

## **Member of the Board of Directors Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Hilson Management so as to support the organization's mission and needs.

**Mission statement:** Our mission is to help at-risk populations to become independent, productive adults.

### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of Hilson Management. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Directors will serve for 3 years for 3 consecutive years and/or unless they are not fulfilling their obligations to the organization and acting in the best interest of the organization.

### **Meetings and time commitment:**

- The board of directors meets year round every month face to face on the \_\_\_\_\_ of that month, at \_\_\_\_\_. Locations to be determined as well as participating in conference calls. Meetings typically last 90 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.

**Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Hilson Management's mission, objectives, and programs.
- Help communicate and promote Hilson Management's mission and programs to the community.
- Become familiar with Hilson Management's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Hilson Management's
- Financially support Hilson Management's in a manner commensurate with one's ability.

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Signature

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Date