



Position Description: Board of Directors

General legal duties as board member of non-profit corporation

- *Duty of care:* Directors and officers must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs.
- *Duty of loyalty:* Directors and officers must act in good faith and in a manner which does not harm the organization to the benefit of the director or officer. Avoid any conflicts of interest or appearances of impropriety.
- *Duty of obedience:* Directors and officers must comply with the provisions of the articles of incorporation, bylaws, and state laws and should safeguard the mission of the DiVA & DuDE Community Outreach/Training Center

As a collective, the Board of Directors of DDCOTC has the following responsibilities:

- Selecting and evaluating the performance of the Executive Director.
- Conducting strategic and organizational planning.
- Ensuring strong fiduciary oversight and financial management.
- Fundraising and resource development.
- Approving and monitoring services provided by the DDCOTC.
- Enhancing the public image of the DDCOTC.
- **As an individual**, a Member of the Board of Directors of DDCOTC has the following responsibilities:
 - Know and support the mission and strategic plan of DDCOTC.
 - Know and abide by the bylaws, policies, and procedures of the DDCOTC.
 - Review and understand the financial documents of DDCOTC.
 - Attend and actively participate in board meetings, including advance review of agendas, minutes, budgets, reports, and other documents distributed.
 - Attend the annual board retreat and at least one special event per year.
 - Actively participate in one or more committee, cohort, or workgroup of the DDCOTC
 - At least annually, disclose in writing any real or perceived conflicts of interest.
 - Maintain confidentiality regarding all internal matters of DDCOTC.
 - Support financial development efforts of DDCOTC.
 - Make an annual cash donation to the DDCOTC.
 - Leverage personal/professional connections and networks to support DDCOTC and its mission.
 - Maintain knowledge of best practices in the provision of the communities we serve.
 - Represent the community, profession, agency, or other stakeholder group you represent as a Board member.