



The AngelWing Project, Inc. Board Responsibilities

Overall Board Responsibilities

- **Ensure mission and purpose is adhered to.** It is the board's responsibility to review and evaluate the statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- **Support and evaluate the chief executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
- **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
- **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

AWP Board Members Areas of Responsibilities – serves for 2-3 years

- **Officer: President/Board Chair** - Supervise business affairs of Board. Ensure board is functioning effectively, may create an advisory council and/or committees, coordinate board elections. Ensures compliance with all state and federal regulations.
- **Officer: Secretary** - Responsible for keeping track of the organization's activities to make sure the actions of the organization are in accordance to the organization's Bylaws. Keeps track of the board members' contact information in order to inform the board about meetings and updates on the organization.

- **Officer: Treasurer** - Keeps account of the receipts and disbursements in the organization's books. Additionally the Treasurer is responsible for keeping track of the organization's financial condition. This is an important role because it keeps the other officers and board members informed about the financials.
- **Fundraising** – Seek out and secure funding for AWP events and activities, eventually become involved in capital projects. Develop fundraising strategy, create goals and strategies and lead fundraising efforts.
- **Community Service** – Ensure AWP is serving the community in various ways. Seek out organizations that we can support in accordance with our mission. Lead AWP team in service events.
 - Compassionate and passionate about serving
 - Great communication skills
- **Marketing and Communication** – Ensure all shows and activities are promoted and communicated in the community via various multi-media outlets. Seeks out avenues and outlets for marketing opportunities. Develop short and long term marketing strategies.
 - Excellent writing ability
 - Creative in presenting compelling messages that are inviting and exciting
 - Is willing to learn new technology to present polished and professional communications
- **Public Relations** – Partner with people in the community who have similar missions as it relates to improving the community through service and performing arts.
 - Community oriented
 - Self-motivated
 - Strong interpersonal skills
 - Strong oral and written communication skills
 - High degree of understanding of the goals and ideals of AWP
- **Volunteer** – Ensure there are enough volunteers to cover events. Contact volunteers, create schedule, and give instructions.
 - Organized
 - People Management Skills
 - Good Communication Skills