**Board Member Job Description**

**Position:** Volunteer Board Member

**Time Commitment:** An average of four to six hours per month including attendance at Board Meeting, preparation and occasional events

**Term:** Three years, appointed by a quorum of Board Members

**General Responsibility and Accountability:**

Board members are responsible for acting in the best long-term interests of the organization to ensure the agency is actively meeting its mission and goals. Board members ensure the effective and responsible stewardship of financial resources, both public and private, and provide oversight and input in the strategic planning and overall goals of the agency. Board members primary concern is the overall policy of the agency with regard to the provision of services, strategic direction, and development of the agency as a whole. They are accountable to clients, their families, each other, the community, and other stakeholders.

**Principle Duties:**

* Exercise the appropriate fiduciary duties of care, loyalty, obedience (and dissent) as mandated by state law for non-profit Board Members.
* Prepare for and participate in meetings
* Participate in the development of a strategic plan to guide future decision making and agency goals
* Abide by the By-Laws of the Board
* Participate in the approval of the annual budget and monthly review of the agency’s statements of financial position
* Attend the Annual Meeting
* Serve on sub-committees to accomplish Board goals
* Review and approve the annual Agency Audit, 403(b) audit, and 990 filing
* Participate in the Evaluation of the Chief Executive Officer
* Identify prospective Board Members and help recruit and mentor new members
* Understand the Organizational Standards for Community Action Agencies and the requirements associated with same
* Be an ambassador for the agency and its mission in the wider community context