

Semcac

Board Member

JOB DESCRIPTION

- TITLE:** Member of Board of Directors
- REPORTS TO:** President of Board of Directors
- PURPOSE:** To serve the board as a voting member; to set policies, procedures and regulations for means to reach goals; to control and monitor finances of the organization; to establish, monitor and evaluate program.
- TERM:** Members are elected to four-year terms.
- EXPECTED MEETING ATTENDANCE:**
- *Regularly attend meeting as scheduled (about 10/year)
 - *Call main office if unable to attend scheduled meetings
 - *Attend standing committee meetings (about 10/year)
 - *Participate as an ad hoc committee member as volunteer or if appointed
 - *Attend board retreats, orientation, in-service workshops and other board development activities
 - *Attend and participate in special events as needed
- OBLIGATIONS:**
- *Determine personnel, fiscal, and program policies
 - *Hire, supervise, and evaluate the executive director
 - *Mobilize resources to meet needs and achieve goals
 - *Approve program proposals and budgets
 - *Develop, maintain, and update short and long-range plans
 - *Monitor and evaluate programs to determine impact on poverty
- SPECIFIC DUTIES:**
- *Attend meetings and show commitment to board activities
 - *Be on time for scheduled meetings
 - *Be well-informed on issues and agenda items in advance of meetings
 - *Get the majority of questions answered before meetings
 - *Look over the previous meeting's minutes closely
 - *Take part in discussion and organizational decision-making
 - *Understand the basics of parliamentary procedure
 - *Listen respectfully to other points of view
 - *Work toward a consensus on issues
 - *Contribute skills, knowledge, and experience when appropriate
 - *Work with and support your executive director
 - *Understand the difference between policy and management
 - *Financially support the organization
 - *Assume leadership roles in all board activities, including fund raising
 - *Develop community support in the public and private industry for organization's goals
 - *Serve as public spokesperson for the community's poor
 - *Volunteer as needed
 - *Focus on the mission of the agency, and the needs of those served