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