Friends Outside

Board Member's Responsibilities

Job Description

General:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs. Work with the rest of the board to approve the organization's mission and review management's performance in achieving it.
- With the board, annually assess the changing environment and approve the organization's strategy to be responsive.
- Serve on committees and offer to take on special assignments at a level that is meaningful to the individual.
- Make a personal financial donation to the organization annually.
- Inform others about the organization.
- Keep abreast of developments in the organization's field/ funders.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board to approve major policies.

Organization:

- Elect, monitor, appraise, advise, stimulate, support, reward, and, if deemed necessary or desirable, change top management. Participate in setting/approving annual goals for the Executive Director. Regularly discuss with the Executive director matters that are of concern to that person or to the board.
- Annually approve the performance review of the Executive Director and establish compensation based on recommendations of the executive committee.
- Ensure that management succession is properly planned.
- Ensure that the organizational strength and employee base can substantiate long-range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose a slate of prospective board members to current members and fill vacancies as needed.

- Determine eligibility for, and appoint members to, board committees in response to recommendations of the executive committee.
- Annually review the performance of the board (including its composition, organization, and responsibilities) and take steps to improve its performance.
- Periodically review and revise (if necessary) the corporation's By Laws.
- Review/revise/approve the corporation's employee policies.

Operations:

- Be informed about the organization's mission, services, policies, and programs. Work with the board to annually assess the changing environment and approve the organization's strategy to be responsive.
- Participate in carrying out its fiduciary responsibilities, such as reviewing annual financial statements, annually review and approve the organization's funding plans, review and approve the annual financial goals, and annually review and approve the organization's budget.
- Ensure that the financial structure of the organization will adequately support its current needs and long-range strategy.
- Provide candid and constructive criticism, advice, and comments.

Audit:

- Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure that published reports properly reflect the operating results and financial condition of the organization.
- Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.
- Appoint independent auditors subject to approval by board members.
- Review compliance with relevant material laws affecting the organization and its programs and operations.