

Roles and Responsibilities of Board Members

The role of a Board member requires a wide range of responsibilities. It is important for all Board members to be aware of their responsibilities and to faithfully fulfill them. Board members are typically volunteers who advance the Center's mission through responsible leadership.

Board members are responsible for:

- Establishing the mission and policies of the Center
- Faithfully attending Board meetings
- Hiring, supervising, terminating, and evaluating the Center Directors
- Adopting an annual fee schedule
- Approving an annual budget
- Hiring an auditor
- Reviewing the annual audit and management letter
- Securing adequate funds
- Monitoring finances
- Establishing and providing leadership for fundraising events
- Developing a strategic plan for growth of the Center

Board members are expected to:

- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge, and experience when appropriate
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Respect and support the majority decisions of the Board
- Maintain confidentiality of all persons involved with the Center
- Openly disclose any conflicts of interest
- Financially support the organization
- Assume leadership roles in all Board activities, including fundraising
- Conduct themselves in a manner that is consistent with the mission of the organization
- Represent the organization to the public and to private industry as appropriate given the position on the board of directors
- Participate in special events at the Center
- Educate yourself about the needs of the people served
- Support and communicate with the Center Directors