



## **Job Description for Board Membership**

Position Title: Member of the Board of Directors

Length of Term: Three years (two term limit)

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides at least monthly fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the Executive Director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

### Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's programs, policies, and operations
- Attend board meetings and committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Keep current on aging issues and developments in the five county region
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

### Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (10 monthly board meetings, approximately 2 hours in length, generally held on the 2nd Friday of the month)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 1-2 hours)
- Meet with potential grantors, donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Make an annual gift “commensurate or significant according to your circumstance” to the organization (in order to achieve 100% board giving)
- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors

DRAFT