

BOARD DIRECTOR

Job Description

Rationale:

The Board of Directors sets policies and goals for the organization, remaining true to the mission, giving the Executive Director authority to implement them in the day-to-day management of the organization.

As fiduciary guardians of the organization, Board directors must approve an annual budget that ensures the organization can meet its financial obligations. Directors must monitor the overall financial health of the organization by reviewing and understanding financial reports provided by the Treasurer and/or an auditor. The Board must make plans to keep the organization solvent and insist on professional financial practices.

As legal guardians of the organization, directors are bound legally to abide by the rules, procedures, and laws set forth in the organization's articles of incorporation, by-laws, and other state and federal regulations governing the operations of 501(c)(3) organizations.

Individual Board members should attend all Board meetings, actively participate in them and serve on committees or as Board officers. Having only four meetings per year, a Director will be expected to attend all, or a majority of, the meetings. Individual members of the Board have no authority to act independently of the full Board. When they do, it can seriously damage the organization's ability to carry out its mission, board team spirit and the organization's image in the community.

Finally, Board members have the responsibility to act in the best interest of the organization and promote the spirit of our programs.

The Full Board's Responsibilities:

- Establish policy and goals for the organization
- Hire and evaluate the Executive Director
- Provide the Executive Director with the resources necessary to meet the needs of those the organization serves
- Secure adequate funding for the organization/monitor finances
- Understand by-laws and all legal contracts
- Update the by-laws as necessary
- Create and update a long-range plan for the organization
- Select and support the Board officers
- Directors are expected to contribute to the Annual Fund
- Be ambassadors for LifeQuest

Individual Director's Duties:

- Become knowledgeable about the organization/attend orientation
- Attend Board meetings and activities
- Contribute and help secure contributions to the Annual Fund each year
- Support fund raising efforts by underwriting events, or contacting individuals, corporations and foundations for financial support
- Come to Board meetings well prepared about issues on the agenda
- Consider other points of view, make constructive suggestions and support the final decision made by the Board
- Serve on at least one committee; possibly chair a committee
- Study and understand financial reports and by-laws
- Work with the Executive Director and keep him/her informed about any concerns
- Refrain from any conflict of interest pertaining to your responsibilities as a LifeQuest board member and your personal activities
- Promote LifeQuest to individuals & the public whenever possible