



## Board Member Responsibilities



Nonprofit board members have certain fiduciary responsibilities including governance, support, and policy development to ensure the nonprofit's long-term success and sustainability.

### **Participation in Board Meetings:**

- Prepare for and regularly attend board meetings.
- Review minutes and agenda in advance of meetings, and follow through on agreed-upon action items.
- Attend annual board retreat(s), if held.
- Attend special events, meetings and functions, as needed.

### **Planning**

- Actively participate in setting policy, including the mission, vision, and action planning.
- Actively participate in the development and approval of the agency's Strategic Plan.
- Formulate and develop strategies to implement long-range plans.

### **Executive Director Oversight**

- Participate in the hiring, supervision, and evaluation of the Executive Director.

### **Fundraising**

Support the fundraising efforts of the organization by:

- Contributing annually to the agency from personal resources to the extent of your capacity in an amount that is meaningful to you (not required by all agencies)
- Attending fundraising events. Assisting with fundraising campaigns to ensure adequate resources are available to the agency.
- Using influence to cultivate and generate resources, including volunteers, donors and potential donors, in-kind goods and services, and/or event attendees.

### **Operations**

- Review and approve annual budget.
- Provide financial and programmatic oversight to ensure that the agency's obligations, goals and objectives are being met and effective controls and evaluations are in place.
- Review and approve agency's personnel policies and compensation package including salary ranges and benefit levels.

### **Legal and Ethical Accountability**

- Ensure the nonprofit is adhering to legal standards, complying with regulations, and is accountable to the public.
- Abide by conflict of interest policies and perform all board responsibilities ethically.
- Establish policies and procedures and adhere to the provisions of the agency's by-laws and articles of incorporation.

### **Advocacy**

Act as liaison on behalf of the agency to the community by:

- Promoting the organization to businesses, special interest groups, friends, colleagues, and acquaintances to increase the agency's support base.
- Advocating on behalf of the agency's constituents.
- Informing the board and/or staff of any programmatic and financial opportunities, constituent needs, and potential collaborations in the community.