

ROLE OF THE BOARD MEMBERS

Board of Directors – General Responsibilities

- Determines the department's mission.
- Ensures that the department fulfills its legal requirements for the conduct of its business according to its by-laws and any applicable Municipal, Federal and State regulations.
- Ensures effective top management – select, define expectations, appraise, reward
- Ensures effective strategic and operational department planning.
- Provides financial stewardship; approves major expenditures and resource commitments.
- Evaluates agency effectiveness. Monitors results against plans.
- Ensures effective Board operations.

Board Member (individual)

- Has personal commitment to agency purpose, serves the mission of the board.
- Provides work and wisdom on the board and committees.
- Attends meetings, having read all the material received prior and is prepared to ask questions.
- Reads and understands financial statements and helps board fulfill fiduciary role.
- Keeps informed through formal and informal channels.
- Supports the Director, administration and the board.
- Is an ambassador to the community and key constituents.
- Accepts a fundraising role.
- Exercises the legal duty of care regarding board actions “that an ordinarily prudent person would use;” may rely on information and reports of others (legal counsel, auditor, staff and board committees).
- Acts in the best interest of the department and avoids conflict of interest by abiding by the Conflict of Interest Laws/Regulations governing municipalities.
- Ensures minimum legal/technical requirements and all applicable statutes and regulations are met.

Board Chair (additional responsibilities)

- Provides leadership to the board.
- Effectively chairs board meetings after developing agenda with the Director.
- Ensures and facilitates board role in both strategic and operational planning.
- Sees that the board monitors agency results against plans.
- Appoints committee chairs with the Director.
- Serves *ex officio* as member of committees.

Board Chair (con't)

- Sees board fulfill its responsibilities, guides committees.
- Supports and advises Director; provides the link between board and Director, discussing any issues of concern to the board or issues confronting the department.
- Plays leadership role in fundraising activities.
- Is the public spokesperson for the board unless designated to the Director and/or other member.

Director

- Has chief administrative responsibility for the department.
- Operates under the general director of the board.
- Plans for and administers a program that provides service to consumers in accordance with the department's stated purpose.
- Keeps board informed.
- Recommends or assists the board in formulating policies for effective departmental operations; and is the person responsible for implementation of such policies.
- Develops and recommends to the board specific long and short range plans for the development of department programs and services.
- Prepares department's budget related to physical, financial and human resources and is accountable for control of these resources once approved.
- Directs all financial operations of the department.
- Participates in fundraising activities.
- Supervises all staff and evaluates their performance. Manages volunteer/staff activities.
- Interprets trends in the department's field of service.