### Chapter Board Member Job Description

#### Board of Director’s Obligations:

# To secure, safeguard, and judiciously manage all funds

# To ensure compliance with all relevant legal, ethical requirements

# To establish, support and evaluate programs/services adequate to meet the organization’s stated mission

* To define the future goals/plans for the organization
* To contribute skills, expertise, and knowledge to the board and assigned committees

# To personally make a financial contribution to the organization each year

* To actively assist the organization in its fundraising activities and make appropriate contacts on behalf of the organization
* To identify prospective Board members and submit to the Nominating Committee

**Board of Director’s General Responsibilities:**

* To hire, direct and evaluate the Executive Director
* To support the purposes and objectives of the organization
* To be familiar with the organization’s programs/services, bylaws and the Board’s legal responsibility as the corporation’s governing body
* To represent the organization in the communities in which Board members live and work and statewide
* To promote the decisions of the Board
* To review and approve annual budget, annual independent audit

###### Term of Position: 3 years

**Board Member Attendance Requirements:**

* To attend Board orientation, to be conducted prior to 1st board meeting of the year.
* To participate in regular Board Training opportunities
* To regularly attend monthly/quarterly board meetings
* To actively serve on a minimum of one Board Committee
* To fully participate in Committee and Board meetings
* To participate on ad-hoc committees as needed
* To willingly serve in an officer or leadership position if asked