



BOARD MEMBER JOB DESCRIPTION

PURPOSE OF THE POSITION:

The Board of Directors is responsible for raising funds for Kids Co., providing organizational advice, governance, policy direction, and oversight with respect to the management and administration of Evergreen Children's Association dba Kids Co. Members of the Board share these responsibilities.

PRINCIPAL BOARD RESPONSIBILITIES:

1. Governance – The Board is responsible for general governance of the organization, including by providing oversight of officers and committees, and ensuring compliance with organization articles and bylaws.
2. Fundraising – The Board is responsible for fundraising and development on behalf of the organization, including efforts to develop and maintain sources of giving to the organization.
3. Financial – The Board is responsible for oversight of the finances and financial management of the organization. This includes adoption and oversight of the annual budget, ensuring the observance of proper financial controls, and working with independent outside auditors.
4. Planning – The Board is responsible for formulating and prioritizing program planning as well as both short-term and long-term organizational goals.
5. Policies – The Board is responsible for oversight of organizational policies and procedures.
6. Personnel – The Board hires, supervises, and evaluates the organization's President/CEO, and advises on leadership and staff development issues and other personnel matters.
7. Community Relations – The Board supports the organization in its public and community outreach efforts, and promotes the organization to others.

TIME COMMITMENTS

- The minimum term length for Board members is two years.
- Regular Board meetings are held bi-monthly (6/year) – typically on the third Wednesday of every other month. Meetings typically last one (1) hour.
- Committees typically meet an average of 4-6 times per year.

PRINCIPAL REQUIREMENTS OF BOARD MEMBERS:

All board members are required to commit to the following:

- Serve for one, at least, two year term, with possibility of renewal upon Board approval.
- Attend regular bi-monthly board meetings, and occasional special meetings or events.
- Participate on one board committee.
- Make a financial contribution at a leadership level, commensurate with one's ability.

GENERAL EXPECTATIONS OF BOARD MEMBERS

All Board members are expected to:

- Satisfy the principal requirements referenced above.
- Understand the role and responsibilities of the Board and its members.
- Become sufficiently knowledgeable about the organization and its operations, finances, budget, policies, and procedures to provide useful input and make informed decisions.
- Be alert to community issues that concern the organization.
- Hold the organization to a high standard of performance and participate in efforts to make the organization a respected leader in its field and in the community.
- Participate in Board meetings in an active and respectful manner, including reading materials, coming prepared to discuss key topics, asking for clarification where appropriate, actively seeking to identify different opinions and options, listening carefully to board members and staff, and keeping an open mind and objective perspective in all discussions.
- Respect the confidentiality of the Board's business.
- Put aside personal agendas and endeavor to make decisions in the organization's best interests.