

May 2006

Tri-County Action Program, Inc.
Board Member Job Description

Background

The Board of Directors provides the continuity and oversight on which Tri-County Action Program is based. Individual members of the staff and the Board come and go, but the entity of the Board exists as long as the organization does. Individual members of the Board together form a corporate body that has the overall responsibility for Tri-County Action Program.

Basic Job Responsibilities

- A demonstrated commitment to the organization's mission and vision.
- A willingness to share personal knowledge, background and experience.
- A willingness to represent the organization to the Community.
- A willingness to attend all monthly meetings, serve on one committee and attend organization sponsored events.
- A willingness to take responsibility and accountability for Tri-County Action Program and all decisions made by the Board.

Responsibilities

Planning

The Board of Directors shall be responsible to:

- Set and review the organization's mission, philosophy and goals.
- Establish and monitor a strategic plan for the organization's future
- Determine which services/programs the organization is to provide.
- Evaluate the organization's programs and operations on a regular basis.

Policy

Policy is defined as the broad guidelines that provide a framework for future decision making. The Board of Directors shall be responsible to:

- Approve plans and policies for services/programs the organization provides.
- Determine policies in the area of Personnel, Finance and General Operations.

Organization Operations

The Board of Directors shall be responsible to:

- Ensure that the organization's management systems are adequate and appropriate.
- Ensure that the Board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of Board business.
- Ensure that organizational and legal structure is adequate and appropriate.
- Ensure that the organization and its Board members meet all applicable legal requirements.

Finance

The Board of Directors shall be responsible to:

- Establish sound fiscal policy and internal control practices.
- Oversee the development of the agency's annual budget and monitor its execution.
- Select the audit firm for annual agency audit.
- Approve the general fundraising methods used by the organization.
- Provide general oversight for the fiscal accountability of the organization.

Human Resources

The Board of Directors shall be responsible to:

- Provide oversight of the Executive Director, which includes hiring, termination, discipline and ongoing evaluation of the Executive Director
- Provide administrative guidance to the Executive Director.
- Approve the Personnel Policies, which includes policies relating to the Executive Director's employment, and ensure that the Executive Director has complete and up-to-date policies in place for management of staff. Note: Staff members are hired, evaluated, and if necessary, removed by the Executive Director.
- Approve policies for utilizing volunteers.

Community Relations

The Board of Directors shall be responsible to:

- Assist in communicating with funders, community leaders and other interested parties about the organization.
- Represent the agency in the community.
- Approve public relations plans.

Program Evaluation

The Board of Directors shall be responsible to:

- Monitor the effectiveness of the organization's programs.
- Review program evaluation procedures on a regular basis.
- Conduct a periodic agency self-evaluation and direct changes to areas identified for improvement.