



JOB TITLE: Board Member

STATUS: Volunteer

REPORTS TO: Board of Directors

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#### POSITION SUMMARY:

This position, together with other members of the board of directors, is legally, fiscally and morally responsible for all activities of The Steward's Staff. The board is responsible for determining the corporation's goals and policies; for evaluating organizational effectiveness, including that of its lead staff person; for approving and monitoring the organization's finances; and for bringing resources to the organization.

#### ESSENTIAL JOB FUNCTIONS:

- Policy Administration—continues the legal or corporate existence of the organization. Ensure organization meets legal requirements. Adopt bylaws and ensure that the organization operates within them. Adopt policies that determine the purposes, governing principles, functions and activities of the organization. Assume ultimate responsibility for internal policies that govern the agency.
- Evaluations—regularly evaluate and review the organization's operations, maintaining standards of performance. Monitor agency activities, including reviewing reports of committees; counsel and provide good judgment on plans of the Executive Director; and consider, debate and decide issues.
- Human Resources—select, employ and regularly evaluate the Executive Director. Approve policies that govern human resources management and administration. Participate in recruitment, selection and development of board members (primary responsibility with the nominating committee).
- Finance—approve and monitor the corporate finances of the organization, including the annual budget and periodic financial statements. Ensure that financial resources are available to meet the programmatic and administrative obligations of the organization. Authorize and accept the annual audit.
- Public and Community Relations, Outreach and Fund Raising—give credibility and prestige to the organization; inspire confidence in and raise funds and other resources to support the organization's programs and services. Make a personal financial contribution to the organization. Understand and interpret the work of the organization to the community. Relate the services of the organization to the work of other agencies, and focus on social reform and progress for the community as a whole.