

HOPE COALITION BOARD MEMBER DESCRIPTION

“The business and affairs of a corporation must be managed by/or under the direction of a board of directors.” – Minnesota Nonprofit Corporation

What Board members provide

1. I will give my best effort to “hit the ground running” when beginning my service with the Board.
2. I will learn about the organization’s mission and programs, and be able to describe them accurately.
3. I understand that the board meets a minimum of 6 times per year, plus one annual retreat. Each board member also serves on at least one committee. I will do my best to attend each meeting, with the understanding that three consecutive unexcused absences will be considered resignation from the Board.
4. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity.
5. I will provide oversight to ensure that our programs run effectively.
6. I accept ethical responsibility and will help hold fellow Board members, the executive director (and, by extension, the full staff) to professional standards.
7. I will serve as an ambassador to the community to educate others and promote our work.

What Board members may expect in return

1. The organization will provide me a full orientation, including background information on work accomplished to date.
2. The organization will provide me with relevant materials and education.
3. I expect board meetings to be well run and productive, with a focus on decision-making, rather than reporting. I understand that agendas will be distributed at least 48 hours in advance. If I wish to add items to the agenda, I will contact the Board President at least one week in advance.
4. I expect timely, accurate, and complete financial statements to be distributed in advance of the relevant board meeting, I also expect to be trained to interpret these financial statements.
5. I expect monthly program updates and reports from the executive director, program updates, press clippings, etc.
6. The organization will provide me with relevant training.
7. I will need materials and may need training (public speaking, etc.) to do this job effectively.

What Board members provide

- 8. I commit to increasing my skills as a Board member.
- 9. I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I commit to making a personal donation; our organization will be one of the top three charities I support each year that I am on the Board.
- 10. I will evaluate the performance of the Executive Director.

What Board members may expect in return

- 8. The organization will provide me with appropriate training and support.
- 9. I will be able to choose from a range of fundraising activities, and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge in the manner, if I so choose.
- 10. This evaluation will be based on goals developed jointly by the Board and the Executive Director.

TERM: Three (3) years with a maximum of two (2) terms. If elected to fill an expired term, a member may exceed a two (2) year term.

Board member signature _____ **Date** _____

Board chair signature _____ **Date** _____