



Basic Responsibilities of All Nonprofit Board Members

1. Determine the organization's mission and purposes, participate in developing the strategic plan, monitor agency performance and evaluate strategic results.
2. Select the chief executive (the executive director or CEO).
3. Support the chief executive and appraise her or her performance.
4. Implement policies and oversee procedures contained in the organization's charter and bylaws and monitor the policies of the board of directors.
5. Develop financial resources to meet the needs of the organization.
 - Actively participate in fundraising events.
 - Make a personally significant annual financial contribution to the organization.
 - Personally solicit major donors for contributions.
6. Approve and monitor a budget system based on expected revenue and the needs of the organization. Monitor fiscal controls and ensure accountability and some form of annual financial review or audit.
7. Attend board meetings regularly and on time.
8. Become well informed in advance on agenda items, contribute knowledge and points of view and help the board make decisions reflecting the thinking of the total group.
9. Serve in a meaningful way on at least one committee. Assume leadership of committees when appropriate.
10. Assume board leadership (officer) responsibilities as requested and as possible.
11. Represent the organization in public and enhance the organization's public standing.
12. Approve and monitor human resources policies for paid and volunteer staff.
13. Recruit and orient new board members and assess board performance.
14. Exercise authority as a board member only when acting in a meeting or when otherwise authorized to do so by the board.
15. Uphold the highest standards of ethics and confidentiality.