

**DOUGLASS COMMUNITY SERVICES  
AGENCY BOARD MEMBER  
JOB DESCRIPTION/ROLES & RESPONSIBILITIES**

REPORTS TO: Board President

TERM: 3 Years, expiring December 31

**EXPECTED MEETING ATTENDANCE**

- Regularly attend meetings as scheduled (about 6/year)
- Attend standing committee meetings if a member
- Participate as an ad hoc committee member if appointed
- Attend Board of Directors Mandatory Training as scheduled (about 1/year)
- Participate in Board Retreats or development activities

**RESPONSIBILITIES**

- Together with other members of the board, is legally and morally responsible for all activities of the agency.
- Board members are solely responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Community Relations, and Organizational Operations.

**HUMAN RESOURCES**

- Board membership which includes recruiting new board members, recognizing and nurturing existing board members and providing existing board members with opportunities to grow and develop as leaders.
- Board President
- Personnel Policies which includes providing guidance about salaries, benefits, and grievance procedures,
- Volunteer Involvement which includes setting policy regarding how volunteers should be used, in what areas, and generally how the organization should treat, recognize and celebrate its volunteers.

**PLANNING**

- ● Setting and reviewing the organization's mission/philosophy and goals
- Planning for the organization's future, on a long and short range basis.
- Deciding and planning which services/programs the organization provides
- Evaluating the organization's programs and operations on a regular basis.

## FINANCE

- Ensuring financial accountability of the organization.
- Overseeing an ongoing process of the budget development, approval, and review.
- Raising funds and/or ensuring that adequate funds are raised to support the organization's policies and programs.
- Managing and maintaining properties or investments the organization possesses.

## COMMUNITY RELATIONS

- Ensuring that the organization's programs and services appropriately address community/client needs.
- Marketing the organization's services/programs.
- Ongoing public relations which includes, an awareness that board members are always advocates of the organization in the community,
- Cooperative action which includes occasions when the organization could/should take part in coalitions, joint fundraising, etc.

## ORGANIZATIONAL OPERATIONS

- Ensuring that the organization's administrative systems are adequate and appropriate.
- Ensuring that the board's operations are adequate and appropriate.
- Ensuring that the organizational and legal structure is adequate and appropriate.
- Ensuring that the organization and its board members meet all applicable legal requirements

## SPECIFIC DUTIES

- Attend meetings and show commitment to board activities.
- Be well-informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Listen respectfully to other points of view.
- Participate in organizational decision making
- Financially support the organization
- Assume leadership roles in all board activities, including fundraising.
- Represent the organization to the public and to private industry.
- Educate yourself about the need of the people you serve.

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Signature

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Date