

## **WHAT ARE THE BOARD'S JOBS?**

### **Govern the Board of Directors**

Determine committees, work groups, terms, limits, board member and board officer job description/expectations; elect and if necessary fire members and officers; set and enforce term limits for members and officers.

Schedule and conduct meetings

Recruit for diversity and effectiveness

Orient new members, provide them with mentors

Establish and carry out a Board education plan

Evaluate each member and the board as a whole

Establish board goals and a work plan

### **Govern the agency**

Chart the agency's course – articulate its mission, its vision, its values, its future

Hire, support, guide, evaluate, compensate, and if necessary dismiss the chief executive

Evaluate the agency's programs

Monitor finances, HR, risk and safety

Enact policies

- Fiscal
- Land, buildings, equipment
  - Human Resources
  - Risk and safety

Adopt a budget and an annual plan for the agency as a whole

### **Support the agency as volunteers**

Give and raise money

Represent and promote the agency to the community

Serve as the community's voice to the agency

Support staff in carrying out their duties