

## JOB DESCRIPTION

### BOARD OF DIRECTORS

Children's Mental Health Coalition of Western New York, Inc.

- TITLE:** Member, board of directors
- PURPOSE:** To determine policies, procedures and regulations for the conduct of the agency; to raise funds to finance the organization and its programs; and to monitor organizational performance.
- TERM:** Two years (unless elected to fill an unexpired term)
- MEETING ATTENDANCE:** Regularly: Quarterly board meetings (4 per year)  
Occasionally: Emergency or decision making meeting.  
Meetings may be held via phone conferencing.
- RESPONSIBLE TO:** President, board of directors
- RESIGNATION:** In writing to the president, board of directors

#### RESPONSIBILITIES AND POWER OF THE BOARD OF DIRECTORS:

1. Establish and/or maintain policies for administering the programs and services which are in harmony with the purpose of the agency.
2. Employ the chief executive.  
Elect other members of the staff upon nomination by the chief executive.
3. Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
4. Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
5. Ensure that the property of the agency is maintained in a reasonable state of repair.

SPECIFIC DUTIES  
OF A MEMBER OF  
THE BOARD OF  
DIRECTORS:

1. Attendance at board meetings (participation here as a policy maker and planner is the most important part of the job).
  - Attend regularly and on time.
  - Become well informed (in advance) on all agenda items.
  - Contribute knowledge and express points of view based on experience.
  - Consider other points of view, make constructive suggestions, and help the board make group decisions reflecting the thinking of the total group.
2. Assume leadership in agency funding efforts.
3. Assume board leadership responsibilities as requested and as possible (such as committee chairperson, elected officer, etc.).
4. Represent the agency at community events, organizations and with private individuals.
5. Be informed about agency's programs, policies and services.
6. Be informed about the needs of the community, society and constituents.