



HOPE, Inc.

### **Board of Directors Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of HOPE, Inc. so as to support the organization's mission and needs.

**Mission statement:** Provide mobility, social, recreational and sporting opportunities for children with mobility challenges and their families.

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of HOPE, Inc. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

#### **Meetings and time commitment:**

- The board of directors meets on the third Wednesday of the following months: February, April, June, August, October and December. Meetings are held from 5:30-7:30 pm at MEI, 3451 South University Drive in Fargo. Meetings typically last 2 hours. You will need to also serve on a Sub-committee. Meetings are held in January, March, May, July, September and January and are typically 1 hour in length.

#### **Expectations of board members:**

- Treat other board members, the executive director, staff, volunteers, clients and donors fairly and with respect.
- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on at least 1 sub-committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by HOPE, Inc. mission, objectives, and programs.
- Help communicate and promote HOPE, Inc. mission and programs to the community.
- Become familiar with HOPE, Inc. finances, budget, and financial/resource needs.
- Understand the policies and procedures of HOPE, Inc.
- Financially support HOPE, Inc. in a manner commensurate with one's ability.
- Support the accomplishments of the organization's mission and vision.