

What Are the Responsibilities of BAY-CSS Individual Board Members?

Individual board member responsibilities

- Be informed about the organization's mission, services, policies, and programs.
- Attend all board and committee meetings and functions, such as special events.
- Help develop agency's Strategic Plan based on strengths, needs, opportunities and threats.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments. Committee's include:
 - Executive/Nominating
 - Finance Committee
 - Development Committee
 - Governmental Affairs Committee
 - Professional Services Program Committee
 - Special Committees as needed
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Allow Agency's Management to manage.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Personal characteristics to consider

Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.

- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial

resources in a generous way according to circumstances, open doors in the community, evaluate oneself.

- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.