



Board Member Job Description

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Accurately inform others about the mission and goals of the organization.
- Participate actively in setting the strategic direction of the organization.
- Regularly attend board meetings and related committee meetings.
- Serve on one or more committees as requested by the Board Chair and Chief Executive.
- Participate in fund raising by participating in annual Board Fundraising Event (2014 Bowling), Unleash the Love Fundraising Breakfast and Salud!
- Recruit qualified members for the Board.
- Each board member financial responsibility is a give or get of \$3,000 per fiscal year (\$2,500 give or get and a minimum \$500 personal contribution to reach commitment). There are several fundraising events to aid in this goal: 1) Unleash the Love fundraising breakfast held early May each year. 2) Ticket/Table purchase at Salud! Signature Wine Tasting event in the fall of each year. 3) Annual Board Fundraising Event (2014 Bowling)
- Abide by the Board Code of Ethics and all organizational policies.
- Stay informed on matters before the Board, prepare well for meetings, review and comment on minutes and reports.
- Get to know other Board and Committee members, and contribute to a collegial environment that builds working relationships and consensus.
- All other duties assigned reasonable and consistent with Board Member responsibilities.
- Anticipated number of hours per month for board involvement is four to five.

I've read and understood the requirements of this position and accept the responsibilities as described.

Board Member Name: _____ Date: _____
Signed _____
Board Chairman Signature _____ Date _____

Sample Copy