

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

Mission:

The Board will support the work of insert organization and provide mission-based leadership and strategic governance. While day-to-day operations may be led by the Executive Director, appropriate involvement of the Board is both critical and expected. Specific Board Member duties include:

- Providing leadership and advisement.
- Being informed of governance best practices and legal and fiduciary responsibilities.
- Development and oversight of governance and operational policies and procedures.
- Financial management and leadership, including approving and monitoring the annual budget, financial reports, the annual audit, and 990.
- Engagement in strategic planning, program monitoring, and evaluation
- Assist in identifying and recruiting board members, officers and committee members
- Represent the organization to stakeholders, acting as ambassador for the organization
- Ensure that insert organization has adequate resources by engaging in fund development including identifying prospects and soliciting support

Length of term: _____.

Meetings and time commitment:

- The board of directors meets _____. Meetings typically last _____.
- Committees of the board meet an average of _____ times per year, pending their respective work plans.
- Annually the Board of Directors meets for a planning retreat, outside of regular board meetings.

Expectations of board members:

- Understand and be committed to the mission.
- Attend and participate in scheduled board and committee meetings and special meetings and events.
- Participate on a minimum of one committee, and serve on ad-hoc committees as necessary.
- Understand and comply with the policies and procedures of Board and insert organization
- Understand the finances, budget, and financial/resource needs.
- Participate in fund development and fundraising activities.
- Review organizational and programmatic reports as requested
- Be alert to community concerns that can be addressed by insert organization' mission and programs. Communicate opportunities and threats to the organization in a timely manner.
- Be an ambassador and help communicate and promote insert organization mission and programs to potential donors, volunteers and the community.
- Annually, support insert organization with a financial contribution in a manner commensurate with one's ability.