



Board of Directors Member Job Description

Community Action Board Members are legally responsible for the activities of the organization, support Community Action's work, and provide mission-based leadership and strategic governance. In performing duties as a member of the Community Action board, every board member is expected to:

- Demonstrate a strong belief and commitment to Community Action's [Mission, Vision and Core Principles](#).
- Devote time to prepare for and participate in six (6) in-person Board meetings each year. Serve on at least one committee, devoting time to prepare for and participate in committee meetings as scheduled.
- Exhibit high ethical standards and integrity in all Board actions.
- Be an enthusiastic advocate for Community Action.
- Take responsibility for Community Action and all decisions made by the Board.
- Spend the time necessary to learn how to fill the role of Board Member and participate in training as necessary and appropriate.
- Demonstrate willingness to work as a team member with other Board Members and the Executive Director.
- Execute their governance role without any conflicts of interest. Board Members:
 - May not have a financial conflict of interest with Community Action or any sub-contractors.
 - May not receive compensation for serving on the governing body or for providing services to Community Action.
 - May not be employed, nor shall members of their immediate family be employed, by Community Action.
 - Must operate as an entity independent of staff employed by Community Action.

Board Members are solely responsible for governance of the organization, including determining Agency policy. Community Action's operations are led by the Executive Director. An effective partnership between the Board and Executive Director is essential for the organization's success. Board responsibilities include:

Oversight of Executive Director:

1. The Board is responsible for hiring, supporting, assessing performance, recognizing, and setting compensation of the Executive Director. If necessary, the Board is responsible for addressing any performance concerns of the Executive Director up to and including termination.
2. Board members should serve as trusted advisors to the Executive Director, supporting their success and the success of the organization.

Board Governance:

3. Board membership: recruit new board members, recognize and nurture existing

board members, and provide existing board members with opportunities to grow and develop as leaders.

4. Ensure that all Board activities are in compliance with the Bylaws and Community Action organizational and relevant funder standards.

Community Engagement:

5. Serve as an enthusiastic ambassador for Community Action, sharing information about the programs, impact, and needs, and facilitating connections with stakeholders and potential supporters.
6. Advocate within the community and state and federal legislators for Community Action's services and programs.

Planning:

7. Establish and review Community Action's mission/philosophy/goals. Ensure that Community Action's programs and services appropriately address the needs of those we serve, and Plan which services/programs Community Action provides.
8. Evaluate Community Action services and operations on a regular basis.

Finance:

9. Ensure the financial accountability of Community Action.
10. Oversee an ongoing process of budget development, review and approval.
11. Ensure the financial sustainability of the organization, making sure that adequate funds are available to support operations as planned.
12. Oversee properties and investments of Community Action.

Fundraising:

13. Participate actively in the organization's fundraising efforts.
14. Consider Community Action a priority for their own giving. (*Community Action greatly values having an economically diverse Board of Directors and welcomes contributions of any and all sizes.*)

Organizational Operations:

15. Ensuring that Community Action's management systems are adequate and appropriate, including ensuring that appropriate organizational policies are in place.
16. Ensuring that the board's operations are adequate and appropriate, including policies for conduct of meetings and operation of board business.
17. Ensuring that organizational and legal structures are adequate and appropriate.
18. Ensuring that Community Action and its board members meet all applicable legal requirements.

I have read and understand the Board of Director Job Description:

Signature

Date