



Board Member Job Description and Agreement

The Board of Directors Role

The Board of Directors (The Board) is responsible for the overall health and effectiveness of Best Beginnings (BB). The Board will perform actions and conduct business according to the direction outlined in the BB Bylaws. In summary, the Board will be responsible for these key duties:

- Determine the organization's mission and purposes
- Select the executive staff through an appropriate process
- Provide ongoing support and guidance for the executive; review his/her performance
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively (the buck stops with you, ultimately)
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Serve as a court of appeal for unresolved issues or complaints
- Assess its own performance

The Commitment

As a member of the BB Board, I commit to:

- Attending board meetings in person as much as possible
- Participating in the board's annual retreat
- Participating in at least one board training event
- Serving on one board committee (standing or ad hoc)
- Making an annual personal gift that is meaningful and significant
- Holding this agency to a high standard of performance and actively helping to make this a world-class organization
- Understanding my roles and responsibilities and becoming sufficiently knowledgeable about BB and our operations to make informed decisions
- Reading the materials sent to the board and coming prepared to board and committee meetings
- Arriving at meetings on time and staying for the full agenda unless I have otherwise notified the board or committee chair
- Asking for clarification on any matters or material that I do not understand before making a decision
- Listening carefully to other board members and staff with an open mind and an objective perspective
- Actively working towards those decisions and solutions that are in the organization's best interests (speaking with one voice)
- Respecting the confidentiality of the board's business



Additional Responsibilities:

I agree to do at least 1 of the 3 items listed, per year, while serving my board term:

1. Participate in at least one fundraising event or activity
2. Speak the message of this organization publicly at my other civic meetings, i.e. Rotary, Chamber of Commerce, Elks...
3. Volunteer in a community-wide project as part of our organization's team

I agree to be informed about and to observe the board conduct and practices in the BB Bylaws:

- Avoidance of conflict of interest
- Equal opportunity and avoidance of discrimination
- Enrollment in board liability insurance program

Board Member

Printed Name

Signature

Date

Board Term Start Date

Term Length