

Arizona Center for Disability Law

Board Member Duties:

1. Establish and/or approve policy
2. Monitor implementation of policy direction
3. Amend the bylaws
4. Elect directors, fill board vacancies
5. Approve priorities of P&A
6. Monitor implementation of priorities
7. Approve strategic plans
8. Approve annual budget
9. Monitor financial management of agency
10. Establish board committees
11. Establish agency standards
12. Hire, evaluate, support and fire ED

Job Description: Individual Board Member

General Expectations:

Know the organization's mission, purposes, priorities, programs, services, strengths and needs.

- Suggest nominees for the Board.
- Serve in leadership positions or undertake assignments willingly when asked.
- Follow trends in the agency's field of interest.
- Bring a sense of humor to the board's deliberations.

Meetings:

- Prepare for and participate in board and committee meetings, and other organizational activities.
- Ask timely and substantive questions while supporting the majority decision.
- Maintain confidentiality of the Board's executive sessions.
- Speak on behalf of the Board when asked to do so by authorized persons.

- Suggest agenda items periodically for board and committee meetings, to ensure that significant policy-related matters are addressed.

Relationship with staff:

- Counsel the Executive Director as appropriate and offer support.
- Avoid asking for special favors of the staff, without prior consultation with the Executive Director, Board President or Committee Chairperson.

Avoiding conflict:

- Serve the organization as a whole, rather than special interest groups.
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board President in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.

Fiduciary responsibility:

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization's financial statement and help the board fulfill its fiduciary responsibility.

Fund raising

- Give an annual gift according to personal means.
- Assist the development committee and staff by implementing fund raising strategies through relationships with others (corporations, foundations, individuals).