



## **Position Description: Board Member**

### **Responsibilities:**

The Board of directors is responsible for governing the Samaritan Counseling Centers (SCC). The Board determines agency policy in all areas including: Human Resources, Planning, Finance, Fund Development, Community Relations and Operations and Services.

### **Board members share responsibilities in these key areas:**

#### **Human Resources**

1. Recruit and orientate new Board members
2. Train, evaluate, and recognize existing Board members while providing members with opportunities to grow and develop as leaders.
3. Recruit and select the Executive Director, provide performance reviews, and provide on-going assistance as requested by the Executive Committee. (Supervision for the Executive Director will be provided by the Executive Committee)
4. Assure that Board members reflect a balance appropriate representation as required to meet the mission of the agency.

#### **Mission Integrity and Resource Development**

1. Assure pursuit of agency mission and set strategic direction in same
2. Plan for the agency's future, focusing on both short-term and long-term priorities.
3. Set benchmarks for agency performance: i.e. payer mix, education and other non-therapy services
4. Evaluate programs and operations on a regular basis.
5. Ensure adequate financial resources for pursuit of the agency's mission
6. Participate in fundraising activities and meet annual board fund development goals
7. Donate to the agency at a level appropriate for the means of the member

#### **Community Relations**

1. Ensure that the agency programs and services appropriately address community and constituent needs.
2. Promote the agency to the general public, including serving as a representative of the agency to the community while promoting the SCC mission, services, values and policies.
3. Promote cooperative action with other organizations
4. Attend and participate in SCC activities

#### **Operations and Finance**

1. Ensure that the agency's administrative infrastructure is adequate and appropriate.
2. Ensure that the Board's operates in accordance with adopted By-Laws.
3. Ensure that the organizational and legal structures are adequate and appropriate.
4. Ensure financial accountability of the agency by reviewing monthly expenditures and revenues while ensuring an annual review or audit.
5. Oversee an ongoing process of budget development, review and approval.

### **Requirements for Board Service:**

- Demonstrate an interest in the organization's mission and goals.
- Specific experience, interest or knowledge in at least one area: Human Resources, Program Management, Planning, Finance, Resource Development, Community Relations, or Operations.
- Board members will reflect the interests of the community served by SCC and the values of the individuals served
- Represent the interests of a faith community as appropriate (i.e. Host Church liaison)
- Participate in expanding the knowledge or Board responsibilities through orientation and ongoing training.
- Ability to represent the organization to the community.
- Attend all board meetings, which include a monthly meeting and a minimum of 1 half-day retreat.
- Chair or actively be involved in a committee or work group.

### **Prudent Board Member Checklist**

The following is what a prospective Board Member should expect as the roles and responsibilities of themselves and other Board Members-

- ❑ Assure your organization's mission and vision are clear and that they are followed.
- ❑ Attend all board or committee meetings of which you are a member.
- ❑ Review by-laws annually to assure that they conform to law and that they incorporate all amendments, which have been made through prior resolutions.
- ❑ Assure by-laws are followed and enforced; when necessary, use consents to corporate action in lieu of meetings, which all directors must sign.
- ❑ Maintain a current membership list for your board
- ❑ Assure that the organization distribute important written materials in advance of board meetings at which action is to be taken.
- ❑ Insist on advance notice to all directors of any major item of business to be acted upon at the next meeting.
- ❑ Read, analyze and understand financial statements, budget proposals, and other reports.
- ❑ Seek expert counsel legal, financial, accounting and otherwise to supplement board member understanding and experience when dealing with complex issues with the consensus of the Board.
- ❑ Review all minutes prepared by the secretary to insure that critical matters, including resolutions and discussions of complicated and controversial topics, have been recorded.
- ❑ Assure and adhere to a written conflict of interest policy that conforms to state law.
- ❑ Assure that the IRS is kept advised of all material and substantial changes in the organization.