

AIDS Response Effort, Inc..

(ARE)

BOARD MEMBER JOB DESCRIPTION

Board members are expected to provide leadership and vision for the organization, and they have a fiduciary responsibility to ARE. Individual board members are expected to meet high standards of personal conduct and should be willing to commit the time necessary to be effective. Rules, regulations and procedures should be honored. Board members should listen and take their duties seriously, making rational, prudent and practical decisions. Board members have no authority to act independently; they must meet in formal session to make corporate decisions.

Together, with other members of the ARE Board of Directors, each board member will:

1. *Assist in establishing and developing ARE's mission and strategic plan.*

A statement of the mission and purpose for ARE articulates our goals, means, and primary constituents served. It is the board's responsibility to assist in creating the mission statement, review it periodically for accuracy and validity, and fully understand and support it.

2. *Assist in selecting the ARE Executive Director, and ensure that an appropriate succession plan is in place.*

The ARE board must reach consensus on the Executive Director's job description. The board must ensure that management continuity is properly provided for and that a succession plan is in place. When a vacancy occurs, the board must undertake a careful search process to find the most qualified individual for the position.

3. *Provide direction to and review the performance of the Executive Director.*

The board should ensure that the Executive Director has the resources needed to advance the mission of the ARE. Also, the board should decide upon a periodic evaluation of the Executive Director's performance and participate in the review process.

4. *Ensure effective organizational planning.*

As stewards of the organization, board members should actively participate in the strategic planning process by articulating a vision for the organization, reviewing annual plans for consistency with that vision, ensuring that resources are in place for the implementation of those plans, and evaluating progress toward meeting strategic goals and objectives.

5. *Manage resources effectively.*

For the organization to remain accountable to its stakeholders and to safeguard its tax-exempt status, board members must assist in developing the annual budget and ensure that proper financial controls are in place. The board is responsible for making sure that the organizational strength and employee base can substantiate the mission and strategic goals.

7. Assess performance.

Board members will participate in assessing the board's performance by evaluating its overall performance in fulfilling its responsibilities and achievements and reaching consensus on which areas need to be improved.

SPECIFIC RESPONSIBILITIES OF A BOARD MEMBER

- Fundraise on behalf of Agency
- Read and become familiar with the ARE Bylaws.
- Be prepared for each board meeting.
- Make every effort possible to attend the entire board meeting.
- Participate effectively in the board meeting by voicing opinions.
- Support board actions publicly even if personal reservations about decisions exist.
- Participate as a member on one or more committees.
- Keep up to date on issues affecting or potentially affecting the organization.
- Avoid or disclose unavoidable conflicts of interest.
- Keep confidential matters confidential until approved for disclosure.
- Respect the staff's right and need to prioritize and at times to redirect requests from board members for information or service.