



Northeast Institute for Quality Community Action Sample CAA Board Member Position Description

Position: Volunteer Board Member

Basic Function: To advance the agency's mission of community action by the development and oversight of resources, plans and policies which address pressing community needs and assures that the management of agency assets conforms with applicable legal and ethical best practice standards.

Board Duties and Responsibilities:

- *Formulates and approves policies which promote the achievement of the agency's mission and guides management operations.*
- *Hires, annually evaluates and, as necessary, discharges the agency's Executive Director or Chief Executive Officer.*
- *Establishes Strategic Organizational goals and monitors achievement.*
- *Recruits and Elects members and Officers.*
- *Approves agency budgets and oversees the prudent management of agency assets and finances.*
- *Approves the establishment of all agency programs and evaluates their effectiveness in meeting community needs using ROMA standards.*
- *Assists in raising funds needed to develop and maintain the fiscal health of the agency*
- *Provides support, counsel and assistance to agency management.*
- *Attends and actively participates in all Board and assigned Committee meetings.*
- *Carefully reviews all materials and information circulated in anticipation of Board deliberations and decision-making.*
- *Always acts in the best interest of the agency and behaves in a manner that conforms with agency policies regarding loyalty, ethical behavior and conflict-of-interest.*
- *Becomes familiar with agency Bylaws, policies and Rules of Procedure to facilitate appropriate and effective Board decision-making.*
- *Avoid unauthorized and inappropriate interaction with agency employees, volunteers and consumers.*
- *Makes every effort to understand the needs of the community and act as an ambassador in marketing the agency to key stakeholders.*
- *Participates in both trainings and periodic assessments of Board effectiveness in order to improve productivity and participation.*