



## **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 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 promotes 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 goals of the agency and monitors implementation and achievement.*
- *Elects Board members and Officers.*
- *Approves agency budgets and oversees the management of agency assets and finances to assure compliance with legal and professional standards of practice.*
- *Approves the establishment of all agency programs and evaluates their effectiveness in meeting community needs.*
- *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.*
- *To become familiar with agency Bylaws, policies and Rules of Procedure to facilitate appropriate and effective Board decision-making.*
- *Avoids 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.*