



Agency Board of Directors Job Description

INDIVIDUAL RESPONSIBILITIES OF EACH MEMBER:

- Be strongly committed to the mission and goals of Crisis Services
- Be knowledgeable about Crisis Services' operation, programs and services
- Attend and participate in regularly scheduled board meetings in accordance to by-laws
- Serve on at least one board committee
- Support special events and other fundraising activities
- Make a gift to the Crisis Services each year in a manner commensurate with one's ability
- Use the resources of your business or organization to help support goals of Crisis Services to the best of your ability
- Personally solicit others in the community for a financial donation
- Advise the Board of Directors in matters related to your area of professional expertise
- Use your personal and professional network to open new doors and increase public awareness of Crisis Services
- Recruit candidates for key volunteer leadership positions

COLLECTIVE RESPONSIBILITIES OF BOARD OF DIRECTORS

- Review agency policies in the areas of service delivery, personnel practices, fundraising, fiscal management, and public relations
- Participate in reviewing and approving an annual budget for the organization and reviewing its revenues and expenses on a quarterly basis to ensure that the Crisis Services mission is being upheld and its finances managed in a sound and ethical manner
- Plan for the agency's future growth and development through strategic planning
- Employ and monitor the performance of the agency's Chief Executive Officer
- Oversee fiscal operations to ensure that funds are obtained, expended and accounted for according to the policies established by Crisis Services
- Help Crisis Services understand and reach diverse communities and grow its programs within these communities
- Make certain effective community relations are established and maintained.
- Promote effective cooperation with other community agencies, organizations, and entities, including local business and industry
- Participate in Crisis Services events and fundraising activities
- Develop proper succession plans for the Board of Directors

Adopted Jan. 23, 2015