

APPENDIX H: JOB DESCRIPTION FOR INDIVIDUAL BOARD MEMBERS

JOB TITLE: Board Member

ACCOUNTABILITY: Board of Directors

GENERAL FUNCTION: To participate as a leader/member of the Board of Directors whose duties are to manage the business, property and affairs of the corporation with the responsibility and authority to determine operating policies and practices.

KNOW-HOW:

- Has achieved recognition and status within the community
- Is knowledgeable about the social concerns of the community
- Has the resources (personal and/or corporate) to apply to the needs of the Boys & Girls Club

KEY ROLES:

- Mission-driven: Shape and uphold the mission and ensure the congruence between decisions and core values. They allocate time to what matters most and continuously engage in strategic thinking. When making decisions, they put the interests of the organization above all else. They are results-oriented and measured.
- Build and maintain public trust: Promote an ethos of transparency by ensuring that donors, stakeholders and interested members of the public have access to appropriate and accurate information regarding finances, operations and results, which are outcome-driven.
- Uphold the duties of governance: Structure themselves and fulfill essential governance duties to support organizational priorities. Bold visions and ambitious plans are linked to Key Performance Indicators (KPIs), financial support, expertise and networks of influence.
- Support continuous learning: Energize themselves through planned turnover and succession and have a thoughtful onboarding plan that includes recruitment, orientation, engagement, and a simulation process in place. Using an annual board performance plan, they evaluate their performance and assess the value they add to the organization, realizing quality improvement is a critical component of continuous learning.

COMPETENCIES:

- Ensuring and safeguarding the organization's mission and purpose
- Ensuring effective organizational planning
- Ensuring and securing adequate resources

- Ensuring that high quality professional leadership is employed
- Establishing compensation and performance management
- Ensuring legal and ethical integrity and maintaining accountability
- Managing resources effectively
- Enhancing the organization's public standing
- Monitoring and strengthening the Club's programs and services strategy
- Ensuring a diverse and high performance board composition and ongoing development
- Evaluation of the board and board members' effectiveness
- Evaluation of the chief executive officer's effectiveness

DUTIES:

- Complete the orientation session for new board members.
- Serve as an active member of at least one standing committee and/or work team.
- Serve as advocate and spokesperson for the Boys & Girls Club in your formal and informal networks.
- Make a personal contribution that reflects the Boys & Girls Club as a top charitable priority for you.
- Assist in financial development of the organization by enthusiastically engaging in identification, cultivation, solicitation and recognition of donors.
- Participate in the organization's resource development projects, events, and awareness activities.
- Attend and participate in 75% of board meetings.
- Participate in the development of and approve the organization's strategic plan, including the service delivery system and outcome scorecard measuring impact on Club members.
- Participate in board leadership and development activities conducted or sponsored by the local organization, Boys & Girls Clubs of America, and community.
- Perform all other duties that may be necessary to carry out the vision, mission, and purpose of the organization.