



**BOYS & GIRLS CLUBS  
OF AMERICA**

## **BOARD BRIEF: Board Roles & Responsibilities**

Board Briefs are "at-a-glance" resources that help board volunteers better support their Boys & Girls Club. They are designed to occur as five-minute education opportunities at board meetings.

### **SUMMARY**

Boys & Girls Club boards serve three primary roles outlined below. The Board of Directors sets direction and future plans; raises money for the organization; and sets policy. In addition to these collective roles, individual board members complete board assignments, and supporting the Club's staff.

### **BASIC ROLES**

The board is the active governing body of the Boys & Girls Club organization. Its primary roles, summarized below, are threefold.

#### **Establish Identity and Strategic Direction**

Trusteeship – that is, the responsibility of maintaining public trust – is the single most important role. It includes safeguarding and managing resources, as well as being accountable to the community at large. Associated actions with this role include:

- determining the Club's vision, mission, and purpose
- strategic planning with staff to determine where the organization must go to ensure continued viability for the community and youth served
- setting policies for Club operations; service expectations for youth clientele and major programmatic efforts.

#### **Ensure Necessary Resources**

The task of fundraising belongs primarily with the board, *not* the Chief Executive Officer (CEO). While the CEO must be involved to support and coordinate funding activities, his or her major function is to manage Club operations. To ensure necessary resources, boards must:

- ensure adequate financial and physical resources, including raising/contributing money
- enhance the Club's public standing
- select the CEO
- manage assets effectively
- strengthen the board by recruiting and orienting members and assessing performance

#### **Provide Oversight**

The board must attend meetings to stay engaged and provide leadership. This oversight responsibility requires the board to:

- ensure legal and ethical integrity and maintain accountability

- establish the budget – a key policy tool
- determine, monitor and strengthen the Club's programs and services
- support the CEO and review his or her performance

## INDIVIDUAL MEMBER RESPONSIBILITIES

Each Boys & Girls Club must outline the responsibilities of individual board members in a well written job description or annual performance plan. These outline what is expected of the individual member so they can be held accountable to the Board of Directors.

### Job Responsibilities

- Attend 75% of board and assigned committee meetings
- Be informed about the Club's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees and offer to take on special assignments
- Make a personal financial contribution to the Club
- Inform others about the Club (be a goodwill ambassador)
- Suggest possible nominees to the board who can make significant contributions to the work of the board and Club
- Keep up-to-date on developments in the movement and youth development field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board with fiduciary responsibilities, such as reviewing financial statements
- Complete leadership and development activities (i.e., local or BGCA events)

### Personal Characteristics

#### Skills/Attributes

- Commitment to youth and concern for Club's development
- Ability to listen, analyze, think clearly and creatively
- Interest in thoughtful inquiry
- Community building skills and ability to open doors in the community
- Possesses honesty, sensitivity, and tolerance of differing views
- A friendly, responsive and patient approach
- Personal integrity
- A sense of humor

#### Abilities

- Preparation for and attendance at meetings
- Follow through on given assignments
- Personally, contribute financial resources
- Self-evaluation
- Willingness to develop skills (i.e., soliciting funds; cultivating prospects; understanding financial reports; knowledge of Club program areas)

