

Board Member Job Description

Our mission: To inspire and celebrate excellence in the Sylvania Schools Community.

The purpose of our Board is to provide for the sustainability and growth of the Foundation.

Board Member Responsibilities *(The responsibilities outlined here represent the legal and fiduciary responsibilities all board members must uphold. These are the essentials of good board governance. Contained here-in lie the four D's as stated by the Ohio Attorney General - Duty of Care, Duty of Loyalty, Duty of Compliance, and Duty to Maintain/Manage Accounts. These duties are required by law.)*

1. Support and uphold the mission of the organization
2. Conduct and monitor effective strategic planning
3. Monitor and strengthen programs and services
4. Maintain adequate financial resources
5. Protect assets and provide financial oversight
6. Build a competent board
7. Abide by legal and ethical requirements
8. Enhance, maintain, and support a positive public image for the organization
9. Approve and guide policy development and oversight
10. Oversee the work of standing and ad hoc board committees

Board Member Expectations

1. Regularly attend and actively participate in board and committee meetings
2. Be informed about the mission of the organization, and its services, policies, and programs
3. Review agenda and supporting materials prior to board and committee meetings
4. Serve on at least one committee and/or offer to take on special assignments as appropriate
5. Actively participate in the fundraising initiatives of the organization by making a personal financial contribution to the organization annually and by attending/supporting key fundraising events
6. Promote the organization regularly with business associates, friends, family, etc. through referrals and donor prospects
7. Suggest potential nominees to the board who can make significant contributions to the work of the board and the organization
8. Adhere to conflict of interest policy
9. Serve a minimum of one term of 3 years



Board Member Job Description

Board Member Measurements

1. Annually, each board member will complete an assessment of the board's performance of its responsibilities. The results will be compiled, reviewed, and evaluated by the full board.
2. Annually, each board member will complete a self-assessment of his/her performance relative to each expectation.
3. Annually each board member will attend at least 70% of monthly board meetings.

I proudly agree and accept these critical responsibilities and expectations. I look forward to being an engaged and valuable contributor to the success and growth of the organization.

Board Member Printed Name

Date

Board Member Signature