

# Board Member Requirements

## Board At-Large

- Minimum one year commitment
- Attend board meetings
- Monitor performance of executive director
  - annual formal performance appraisal
- Approve salary scales and job descriptions for staff members hired by the executive director
- Approve personnel policies for the organization
- Approve budget for the organization
- Approve spending reports
- Participate in fundraising activities
- Approve short and long-range plans for organization
- Monitor the effectiveness of programs
- Select new board members
- Be aware of all of the organization's activities
- Monitor performance of board
  - annual formal performance appraisal

## Chair

- Attend board meetings
- Provide leadership to the board of directors

## Secretary

- Attend board meetings
- Keep notes at board meetings and type up, mail to board members
- Mail agendas in advance of upcoming board meetings

## Treasurer

- Attend board meetings
- Produce financial summary for board members and website

## Commitment

8 hours a month

2 hour	Board meeting
2 hour	Training
2 hour	Chair a committee
2 hour	Volunteering