

Age Well Arrowhead Job Description

POSITION TITLE: Member of Board of Directors

PURPOSE: Provide governance to Age Well Arrowhead, represent it to the community and accept the ultimate legal authority for it.

The board of directors is legally and ethically responsible for all activities of the organization including:

1. Determines how the organization will carry out its mission through long and short-range planning;
2. Adopts an annual budget and provides fiscal oversight;
3. Recruits, orients, and develops board members;
4. Hires and evaluates the performance of the executive director;
5. Evaluates its performance and overall performance of the organization in achieving the mission;
6. Establishes policies for the effective management of the organization.

ABOUT AGE WELL ARROWHEAD: Our mission is to connect older adults and caregivers to services that support healthy aging and independence. We are a nonprofit organization that receives grants from a variety of sources. Our promise to volunteers is to provide fulfilling and meaningful volunteer opportunities. This is a tremendous opportunity for a skilled leader to maximize and strengthen the internal capacity of Age Well Arrowhead.

Responsibilities:

- Understand and promote the organization's mission;
- Be familiar with the organization's programs, policies, and operations;
- Regularly attend board meetings and appropriate committee meetings;
- Actively serve on at least one committee and offer to take on special assignments;
- Volunteer for and willingly accept assignments and completed them thoroughly and on time;
- Stay informed about committee matters, reviews agenda and supporting documents prior to meetings;
- Make an annual contribution to the organization commensurate with ability;
- Participate in fund raising activities and special events;
- Keep current on aging issues and developments in program areas;
- Strictly adhere to conflict of interest policies;
- Strictly adhere to confidentiality policies.

Time Demands (approximate):

- Attend and actively participate in at least 85% of board meetings (10 monthly board meetings, approximately 2 hours in length, on the 1st Wednesday of the month.);
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee);
- Attend and actively participate in the annual planning retreat (1 weekend day);
- Attend and actively participate in the annual meeting (approx. 3-4 hours);
- Attend special events such as fundraisers and promotional events (2 fundraisers per year recommended);
- Attend new board member orientation (approx. 3-4 hours);
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually).

Financial and Resource Development Expectations:

- Make an annual gift “commensurate or significant according to your circumstance” to the organization (in order to achieve 100% board giving);
- Sell tickets to fundraising events;
- Recruit sponsors, as needed;
- Recruit volunteers;
- Identify and cultivate potential donors.

CHAIR: The chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: secretary and treasurer. Additional duties are listed below.

- Serves as the Chief Volunteer of the organization;
- Is a partner with the Executive Director in achieving the organization's mission;
- Provides leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable;
- Chairs meetings of the Board after developing the agenda with the Executive Director;
- Encourages Board's role in strategic planning;
- Appoints the chairpersons of committees, in consultation with other Board members;
- Discusses issues confronting the organization with the Chief Executive;
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
- Reviews with the Executive Director any issues of concern to the Board;
- Monitors financial planning and financial reports;
- Plays a leading role in fundraising activities;
- Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members;
- Evaluates annually the performance of the organization in achieving its mission.

SECRETARY: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. Other duties performed by the secretary include the following:

- Attend all board meetings;
- Serve on the executive committee;
- Maintain all board records and ensure their accuracy and safety;
- Review board minutes;
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair;
- Provide notice of meetings of the board and/or of a committee when such notice is required.

TREASURER: The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public. Additional duties are as follows.

- Maintain knowledge of the organization and personal commitment to its goals and objectives;
- Understand financial accounting for nonprofit organizations;

- Serve as financial officer of the organization and as chairperson of the finance committee;
- Manage, with the finance committee, the board's review and action related to the board's financial responsibilities;
- Work with the Executive Director and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis;
- Assist the chief executive or the chief financial officer in preparing the annual budget and presenting the budget to the board for approval;
- Review the annual audit, as required by law, and answer board members' questions about the audit.

Name_____Date_____

Signature_____