



Board of Directors

Member Duties and Responsibilities

1. Attend Board Meetings and Actively Participate

- Board Members must attend board meetings regularly, unless other arrangements have been made in advance for participation. If a Board Member is unable to attend meetings regularly, they may be asked to volunteer their expertise in another capacity.
- Board Members are asked to serve on one board committee as part of their commitment. Committee meetings should be held monthly and reported on at the next month's regular BOD meeting in order to keep all Members informed of the process.
- Make motions as appropriate and support decisions arrived at by a majority of Board Members.
- Maintain confidentiality of executive sessions.
- Avoid any conflict of interests and disclose immediately any that arise.
- Become familiar with Robert's Rules of Order in order to effectively participate in meetings.

2. Set Policy and Establish Organizational Goals

- Review the organization's Mission Statement annually for relevancy.
- Set clear and feasible policy for ease of administration.
- Set goals for the Board at an annual retreat, including fundraising, outreach, community relations, etc.
- Become knowledgeable in the organization's field of interest, overall trends and program needs in order to make informed decisions affecting the organization.

3. Provide Guidance to the Administrator (House Manager or Executive Director)

- Establish specific goals for the Administrator and perform annual evaluation based on those goals.
- Be responsible for the ongoing performance, challenges, and needs of the Administrator. Exercise due diligence at all times in evaluating situations that affect Sean Humphrey House goals and well-being.

- Minimize the direction of day-to-day operations of the House. Provide policy guidance to the Administrator whenever possible rather than consider individual cases or operations issue.

4. Maintain a Proper Relationship with Staff

- Provide policy guidance to the Administrator in personnel matters.
- Establish and adhere to a Grievance Procedure whereby staff can address issues related to the Administrator or the organization.
- Refrain from interfering in the Administrator's role as supervisor of staff.
- Be conscious of the cost of labor and the interruption of normal duties when asking staff members to assist with BOD tasks. Be responsible for checking with the Administrator before doing so.
- Be a familiar face at Sean Humphrey House! Encourage a positive relationship between staff and the BOD by showing involvement in the important work of the organization and care for the well-being of residents and staff.

5. Ensure Adequate Financing of the Organization and Fiscal Responsibility

- Review all major financial decisions and budgets
- Participate and actively support ALL fundraising activities and work to solidify the financial stability of the organization by encouraging outside donations and participation
- Contribute your time, personal financial gift, or expertise to the organization.

6. Actively Support the Mission of the Organization in the Community

- Assume responsibility as a public spokesperson on behalf of the agency. Be informed about the organization's mission and goals so as to accurately represent Sean Humphrey House in the community.
- Encourage participation and volunteerism at all times. Pass along any leads that need to be followed up to the Board President or Administrator if you cannot address them.
- Present a positive face for the House at all times. Be conscious of the impact of speaking on behalf of the organization in public.

7. Prepare Written Long-term Goals for Organization/ Strategic Planning

- Establish long-range goals and implementation steps, such as Goals, Action Steps, Accountability, and Budgets.
- Establish a vision for the future, ensuring and evaluating the Mission at all times.