

Growing Hope Board Member Expectations

All Board Members

Board members serve as the legal and financially responsible body for the organization. They also contribute to the organization by applying personal skills, gifts, and areas of expertise. Board members are also expected to utilize personal connections to aid in the work of the organization, for fundraising and other purposes. Exact contributions of hours will vary, but will range between 6-10 hrs/month on average over the course of a calendar year.

- Provide fiscal and legal oversight and direction for the organization
- Advise organization programming plan and direction
- Attend monthly board meetings; sit on at least one board committee
- Participate in board and committee discussions between meetings
- Provide contacts for our mailing list, and personally solicit these people for support
- Support Growing Hope financially, to your fullest ability according to your means
- Solicit funds and in-kind donations on behalf of the organization

Board members also contribute in some of the following ways:

- Represent the organization at public functions and be willing to speak on its behalf
- Volunteer at Growing Hope workdays
- Provide support at fundraising and other events
- Identify and recruit potential new board members & volunteers

President

- Work with board to gain feedback on organizational direction, identity, and activities. Lead board in getting and working together as a team.
- Identify needs for board expansion and increased capacity, and spearhead efforts to bring in new board members, along with ED
- Participate in policy development
- Identify needs for board training and facilitate training opportunities
- Work closely with ED to provide oversight and assistance, help make decisions between board meetings
- Lead annual evaluation of ED
- Create and negotiate ED contract
- Be available to sign checks

Secretary

- Take minutes at all board meetings and edit/distribute at subsequent meeting
- Keep electronic and hard-copy records of all board meeting minutes
- Maintain by-laws: update as changes are made and redistribute (electronically) current version to board
- Maintain board bio and contact list, for internal and external use; update and distribute as needed (including succession chart)
- Create & maintain organizational chart
- Assist with other organizational paperwork—keep copies of official docs (incorporation papers, 501 c3 designation, state solicitation license, et al)
- Maintain board/staff birthday list
- Be available to sign checks, documents for notarization, etc.
- Ensure appreciation of committee members and board members (thank-you's)
- Update board member Orientation Manual (currently in Adobe PDF format) and related documents
- Participate in policy development and save recent versions for board's reference
- Participate on the Executive Committee (contribute to performance evaluations, goal-setting, etc.)

Treasurer

- Develop, along with ED, annual budget and lead the annual audit process
- Monitor budget progress and needs
- Assist in regular bookkeeping set-up and maintenance
- Correspond with payroll service
- Recommend fiscal-related policy to board of directors
- Chair the Finance Committee ; Give monthly treasurers report

Committee Chairs:

- Identify committee members from within and outside of the community
- Define scope and purpose of committee vis a vis the Growing Hope Strategic Plan
- Prepare agendas and hold regular committee meetings; keep minutes of committee business (or assign to another committee member) to report to staff and board
- Make presentations/updates on committee work to board of directors