



Basic Board Responsibilities

The Board of Directors must take every step necessary to ensure the organization has clarity of purpose, the right leadership in place, and a performance culture. It must have at least a basic understanding of the stakeholders the organization serves and the outcomes it aims to achieve. Board members must have the wherewithal to codify and assess what it does, course-correct, and improve.

Under the advisement of advisors and staff, and through an intentional strategic planning process, the Board is responsible for establishing the strategic direction and outcome measures the agency seeks to achieve through the fulfillment of its mission. Subsequently, board members are responsible for ensuring the Executive Director manages the agency in alignment of these strategic goals and established outcome measures.

The following are Ten Basic Responsibilities of Nonprofit Boards:

- Determine and articulate the organization's mission, vision, and core values.
- Recruit and select the organization's chief executive and support and assess his/her performance.
- Ensure that the organization engages in strategic planning for its future including assessing the present and future needs of the community and determining how BEST Kids fits into that picture.
- Determine the strategic direction of the agency including the set of programs, and applicable outcome measures, that the organization will deliver in order to accomplish its goals.
- Monitor the performance of the agency's programs to assess their value, efficiency, and effectiveness.
- Establish policies to ensure the organization is run effectively, legally, and ethically and assure the organization is managed in accordance with them.
- Ensure that the organization has financial and other resources adequate to implement its plans, including participating in fundraising activities.
- Ensure the effective management and use of the organization's resources and decrease risks of liabilities by maintaining insurances and policies appropriate to program and agency operations.
- Enhance the organization's credibility and public image while ensuring organizational integrity and accountability.
- Work cooperatively to assess and develop the board's own effectiveness and participate in board development and growth.



Board Member Job Description

General Responsibilities

- Attend at least fifty percent of the meetings held each year. Phone/Video conference is available as needed.
- Actively participate in the functions of the board, including reviewing meeting agendas, minutes, and other information, and participating in discussions and asking questions.
- Actively participate in at least one committee.
- Be available for periodic consultation by board leadership and/or staff on matters related to the successful operation of the agency.
- Be advocates for BEST Kids in order to expand BEST Kids' influence and exposure especially among members of the community who are in positions to play a part in the organization's long-term success.
- Identify and communicate strong prospective candidates for the board, donors, potential partners, and others who can support BEST Kids' mission and programs.
- Maintain a strong working relationship with the Executive Director and evaluate his or her performance annually at minimum.

Oversight Responsibilities

- Be well-informed about the mission and objectives of BEST Kids, as well as its policies, programs, and financial and other needs.
- Approve major actions of BEST Kids, such as capital expenditures and major changes in programs.
- Establish and adhere to policies designed to ensure that BEST Kids performs its work in a professional, efficient and ethical manner that promotes positive outcomes and minimizes the risk of liability on the agency.
- Ensure agency is in legal compliance with all local, state, and federal laws and adheres to best practice standards for nonprofit agencies.

Planning & Evaluation Responsibilities

- Participate in strategic planning processes to assess the mission and goals and evaluate organization's performance to ensure BEST Kids' strategy continues to be responsive to the needs of stakeholders.
- Evaluate the effectiveness of the Board collectively and individually as a Board member using established evaluation tools.
- Use data collected from evaluation tools to suggest and implement solutions to address identified needs and problems.

Fiduciary Responsibilities

- Review and approve BEST Kids' annual operating budget and financial goals.
- Ensure that published financial reports reflect actual program operations and the accurate financial condition of BEST Kids.



- Engage an independent auditor to perform an independent audit of annual financial statements and to complete annual tax filings.

Fundraising Responsibilities

- “Give or Get” an annual total of a minimum of \$5,000 in financial or in-kind donations toward the agency’s fundraising goals, including a personal financial gift of an amount determined to be meaningful and appropriate by the individual board member. Exceptions can be made at the discretion of the board.
- Solicit friends, colleagues, and family members (as may be appropriate), to learn more about BEST Kids and to give to BEST Kids.
- Write or sign appeal letters, endorse solicitations, or otherwise actively participate in BEST Kids’ fundraising process. Appropriate training and support will be provided in fulfilling these duties.
- Attend major fundraising events and assist by securing sponsors, event attendees, donors, and volunteers.

Membership and Terms of Office

Board members are appointed to three-year terms. Board members are not limited to the number of terms they may serve. At the end of each term, members are evaluated on their performance and asked to identify whether or not they wish to serve an additional term, if appropriate.

Members may resign from the board at any time, but as provided in BEST Kids’ bylaws, must provide a written notice of intent to resign to the board President.

Participation/Time Commitment

BEST Kids holds a minimum of 4-6 Board meetings per year, in addition to regular committee meetings. Each meeting typically lasts 2-3 hours in duration. The frequency and schedule of meetings is set by the Governance/Nominating Committee reflecting the current needs of the organization. Including committee participation, members should anticipate meeting once per month.

As a guideline, board members will average approximately 5 hours per month of volunteer time on BEST Kids. However, it is expected some board members may contribute more in terms of financial contribution and others more in terms of contribution of time.

Review of Commitments

A commitment to meet these expectations and guidelines is asked of every board member. A failure to fulfill any one of these obligations does not mean that a board member will be asked to leave the board. However, members are encouraged to meet with the board chairman or Executive Director if they find they are unable to meet any of these requirements in order to discuss the situation.