

Kennedy Heights Community Center Board of Director's Job Description Roles and Responsibilities

Position Title: Member, Board of Directors

General Duties: To serve as a member of the governing body which is legally responsible for managing the affair of the corporation; to participate in the formulation of policies governing administrative, fiscal and program operations; to collaborate with other Board members in planning and assessing management and program services; and to keep the public trust by fulfilling the minimum requirements of Board membership.

Specific Duties: The Board member shall have the following specific duties:

I Attend monthly Board meetings as scheduled

II Participate in one or more community events or one or more committees or in one or more fundraising activities

III. The Board as a whole is responsible to oversee and implement needed changes or updates in the following areas

- A. Planning: Oversees and implements needed changes develops long term plans for the organization
- B. Policy Making: Establishes general rules and operating procedures for the organization.
- C. Management: The board hires, supervises, and terminates the Executive Director only.
- D. Finance: Ensures sufficient revenue are available and also proper expenditure of resources working with the Executive Director.
- E. Personnel: Adopts personnel policies that are carried out by the Executive Director
- F. Program: Determines the basic scope and focus of programs and services which the Executive Director carries out.
- G. Evaluation: Monitors and assess the status of the organization on a regular basis

IV. Each Board member is required to participate in Board Training on a yearly basis and /or participate in Professional Board Training seminars free of charge.

V. Each Board member must familiarize herself/himself with the Board manual.

VI. The Board President is expected to enforce whatever discipline is needed to govern with excellence. Discipline will apply to Board attendance, policy making principles, respect of roles, speaking with one voice and self policing of any tendency to stray from the mission.

VII. Monitor, discuss and continually improve the Board's own process and performance.

VIII. Each Board member is a team player whose function is one of forming policy – while the executive director carries out these policies.