



Northeast Institute for Quality Community Action Sample CAA Board Member Position Description

Position: Volunteer Board Member

Basic Function: To advance the agency's mission of community action by the development and oversight of plans and policies which address pressing community needs and assures that the management of agency assets conforms with applicable legal and ethical best practice standards.

Board Duties and Responsibilities:

- *Formulates and approves policies which promotes the achievement of the agency's mission and guides management operations.*
- *Hires, annually evaluates and, as necessary, discharges the agency's Executive Director or Chief Executive Officer.*
- *Establishes Strategic goals of the agency and monitors implementation and achievement.*
- *Elects Board members and Officers.*
- *Approves agency budgets and oversees the management of agency assets and finances to assure compliance with legal and professional standards of practice.*
- *Approves the establishment of all agency programs and evaluates their effectiveness in meeting community needs.*
- *Reviews and, as necessary, amends agency Bylaws.*
- *Provides support, counsel and assistance to agency management.*

Board Member Duties:

- *To attend and actively participate in all Board and assigned Committee meetings.*
- *To carefully review all materials and information circulated in anticipation of Board deliberation and decision-making.*
- *To always act in the best interest of the agency and behave in a manner that conforms with agency policies regarding loyalty, ethical behavior and conflict-of-interest.*
- *To become familiar with agency Bylaws, policies and Rules of Procedure to facilitate appropriate and effective Board decision-making.*
- *To avoid unauthorized and inappropriate interaction with agency employees, volunteers and consumers.*
- *To make every effort to understand the needs of the community and use this knowledge in developing agency goals and policies.*