

Pillager Family Council

Board Member Job Description

October 2019

Overview:

Pillager Family Council Board members guide the development and implementation of a \$400,000 annual budget that supports the development of strong families throughout the council's services area. This service area includes the community of Pillager and the area within the boundaries of the Pillager Public School District. Board members maintain the organizations 501 (C) (3) nonprofit status by ensuring the organization operates within federal, state, and local guidelines. Board members develop policies to help the organization function in a manner that is transparent, prudent and responsible. Each board member works plays an important part in helping the organization manage three areas of responsibility. These areas are listed and detailed below.

Fiduciary Responsibilities:

1. Fiduciary-Operations including governance, human resources, fundraising, fiscal management, transparency and accountability.
2. Strategic-How the organization is going to operate including value management, planning and evaluation.
3. Generative-Ensure the organization is around in the future by promoting leadership, organizational culture, strategic alliances, and civic engagement.

Board Member's Fiduciary Responsibilities:

- *Develop organization's mission, vision, values, Approve all plans and policies.
- *Comply with all legally required reporting procedures and review reports. Ensure the accuracy of all reports and financial evaluations.
- *Review and maintain the organization's funding, staffing and other assets.
- *Assess Board performance and the performance of the executive director on an annual basis.
- *Ensure financial and operational integrity of the organization and make sure this information is shared with the public.
- *Provide ongoing board training.
- *Review and approve annual budget and review and understand financial reports shared by financial leaders at least bi-monthly.
- *Develop and maintain written financial and other pertinent board policies including fund raising policies, whistle blower policy, employee policies and other policies recommended by the IRS.
- *Maintain appropriate levels of insurance and periodically review risk.
- *Place the good of the organization first.
- *Ensure all donations of \$75.00 or more and accumulated donations of \$250 are acknowledged.

Board Member's Strategic Responsibilities:

- *Adhere to and promote the organization's mission, values and vision as adopted by the board.
- *Ensure timely and effective organizational planning and evaluation of program impact. Share evaluation results with a broad range of constituents via an annual report, web-site dissemination and other means.
- *Establish differential value proposition and use it and core values to guide decision making.
- *Share responsibility to market the organization.
- *Engage the community to recruit volunteers that can help advance the work of the organization.
- *Work to effect beneficial public policy that supports the mission, vision and values of the organizations.

Board Member's Generative Responsibilities:

*Seek new ways to meet mission commitment.

*Anticipate changes in market conditions, opportunities and staff needs.

*Study trends in the sectors.

*Negotiate external relationships with outside organizations that can advance the mission.

Other Responsibilities:

- Attend monthly board meetings regularly.
- Participate in discussions and decision making.
- Support your administration.
- Attend Committee meetings as scheduled.