



Board member Job Description

Expectations of Board as a whole

The mission of Citizen Advocates is to promote value of life-enriching relationships that defend and support people living with disabilities .

The board is responsible for:

- ◆ Determine and be able to express the Organization's Mission, Vision and Purpose.
- ◆ Select Executive Director
- ◆ Support and Evaluate Executive Director
- ◆ Ensure Effective Organization Planning
- ◆ Monitor and Support Programing
- ◆ Ensure Adequate Financial Resources
- ◆ Manage Financial Resources Effectively (Protect and Provide oversight)
- ◆ Build and Maintain Competent Board (including member self-evaluations annually)
- ◆ Enhance Organization's Public Image
- ◆ Ensure Legal and Ethical Integrity of Organization Functioning.

Expectations of individual Board Members

- ◆ Each Board member is expected to attend all Board Meetings, preferably in person. (Annual Board Meeting Schedule will be set and confirmed in January. Currently Bd. meets the 2nd Monday every other month.) Members must call/text/email the Executive Director or Board President when not able to attend a Board Meeting in person or via Zoom.
- ◆ All Board Members will lead or participate on at least 1 Committee during each year.
- ◆ Board Members are requested to invest a minimum average of 4 hours per month or 48 hours a year on Citizen Advocate business. This could include all preparation or follow through for/from Board or Committee Meetings; independent reading on Board Performance or Mission Awareness; community outreach for funding and education; experiencing program offerings; reaching out to engage potential Board or Committee members, Partners or Advocates; performing tasks for or with Executive Director like Outreach to Donors with updates, thank you's and requests; etc.
- ◆ Each Board Member will make a commitment to contribute quarterly to Citizen Advocates. (Suggested giving between \$25- \$200+ per quarter, as feasible.) Board donations will be recorded as an aggregate line item and reported quarterly.
- ◆ Each Board member will be a part of a major fundraising event(s). Board members are expected to donate time and financial support for the event(s).