



## Governance Board of Directors – Member Description & Expectations

**General Responsibility:** Every Board member is responsible for: 1) Making sure the organization is effectively pursuing its mission 2) Ensuring the financial health of the organization and  
3) Creating the organization's priority list and strategic plan.

All Board members are expected to support the organization's mission, help make decisions about program directions, and take part in planning and budgeting.

The following responsibilities are carried out in discussions and consultations with the Executive Director.

### Leadership, Governance and Oversight

- Serving as an advisor to the Executive Director as he/she develops and implements Hope Shines' Strategic Plan
- Reviewing outcomes and metrics created by Hope Shines for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to Board and committee meetings
- Approving Hope Shines' annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and financial responsibilities
- The Board is responsible for making sure the organization has adequate insurance and a review or audit done if funders request this.
- Board members are legally responsible for making sure that money is being raised and spent in a responsible manner
- Contributing to an annual performance evaluation of the Executive Director
- Assisting the Executive Director in identifying and recruiting other Board members
- Partnering with the Executive Director and other Board members to ensure that Board resolutions are carried out and the Executive Director is supported, held accountable and evaluated on a regular basis
- Serving on committees or task forces and taking on special assignments
- Representing Hope Shines to stakeholders; acting as an ambassador for the organization
- Ensuring Hope Shines' commitment to a diverse Board and staff that reflects the communities Hope Shines serves Fundraising and Financial Responsibilities

Board members are responsible for raising funds for the organization. The Board is responsible for creating and approving the budget and helping to raise money. Each Board member must also be willing to participate in fundraising activities, make connections, network and act as the fundraising ambassador for the organization. Specific responsibilities include:



- Board members will consider the organization a philanthropic priority and give or get an annual amount of \$2,000 that reflects that priority. A financial give can be one-time or on a recurring monthly basis and getting this amount can be done through each Board member's fundraising efforts.
- So that Hope Shines can credibly solicit contributions from foundations, organizations and individuals, it expects to have 100% of Board members make an annual financial contribution that is personally meaningful to that Board member.
- In addition to the meaningful financial contribution that will go towards the overall \$2,000 Give/Get amount, each Board member is expected to offer a skill or work on a committee that furthers the mission of Hope Shines.
- Board members will participate in fundraising events and campaigns by assisting with planning and execution, including soliciting donations (such as action items and financial support), assisting in coordinating the logistics of events, assisting with advertising, and soliciting sponsorships and/or other help the Executive Director may need. They will support the overall efforts of the planned event in every way possible.

**Personal Responsibility:** Every Board should include a diverse group of people who bring a wide and diverse range of life experience, work, and wisdom to the organization. Board members typically have at least these specific responsibilities:

1. Board members must believe in the mission of the organization and help shape and support the vision behind the mission.
2. Board members must be willing to make a time and energy commitment. Board members must be willing to come to 75% of Board and committee meetings and actively participate. Most Board members typically spend approximately 4 hours a month on Hope Shines' related business in addition to attending monthly, hour long Board meetings and participating in committee meetings and activities
3. Board members should apply some special talent, skill, knowledge, contact or other contribution to the work of the Board. This can include experience in the community being served, past Board experience, energy and enthusiasm for the work of the organization, willingness to learn Board skills, or technical skills.
4. Board members should bring themselves to the work of the Board. They must have a desire to serve and be willing to share their ideas, experiences, feelings, insights, fears, questions, etc. They must be willing to read the organization's materials, ask questions, make suggestions and express honest feelings.
5. Board members must see themselves as facilitators for the organization, providing support to the Executive Director, staff and other Board members. They must be open to working with other people, respecting new ideas, and taking reasonable risks.