



Section 10. Board Job Descriptions

10.1 The Board of Directors

The Board of Directors is the chief elected body of the corporation. The Board represents the community interest in the organization, and holds ownership of the corporation on behalf of the community. The Board is the guardian of the assets of the corporation, the policy setting body of the corporation and advisor to the executive director of the corporation.

Authority

All power of the Board is a joint and collective power which exists only when Board members act together as one body. Individual Board members have no power except that granted by the full Board through the bylaws, Board policy or by resolution of the full Board.

Responsibilities

In general terms, the Board is responsible for everything in and about the corporation. For illustration, and not intended to be on exclusive listing, the Board:

- Plans for the future of the corporation.
- Hires a professional executive director and delegates management of the corporation.
- Writes policies to set limits and define how the corporation will operate.
- Monitors and evaluates outcomes of the long-range plan, executive performance, Board policies, financial stability and outcomes of programs and services.
- Acts as advocate for the corporation and the programs and services offered.

The Board is responsible for determining policy in the following categories:

Human Resources:

- Recruiting new Board members and recognizing and nurturing existing Board members.

- Hiring, terminating, disciplining, evaluating and holding the executive director accountable to carry out appropriate management of programs and services.
- Writing policies relating to the executive director's employment, and ensuring the executive director has complete policies in place for management of other personnel.
- Supporting the executive director.
- Ensuring uninterrupted management succession.

Planning:

- Establishing and reviewing the mission and philosophy of the organization.
- Establishing and reviewing an annual strategic (long range) plan for the organization.

Finance:

- Ensuring financial accountability.
- Ensuring ongoing budget development, approval and review.
- Raising funds and/or ensuring adequate funding.
- Overseeing properties or investments.

Community Relations:

- Ensuring services appropriately address needs of constituents.
- Advocating for the organization before constituents, funding sources and the public.
- Determining when the organization can/should take part in coalitions or joint operations.

Operations:

- Ensuring that management systems are adequate and appropriate.
- Ensuring that the Board's operations are adequate and appropriate, writing policies for conduct of meetings and operation of Board business.
- Ensuring that organizational structures are adequate and appropriate.
- Ensuring the organization and its Board members meet all applicable laws.

10.2 Board Member

Role

The primary role of a member of the Aspire Board of Directors is to participate as part of the Board team to accomplish the mission of the organization. The primary focus in this role is assisting in the development of broad Agency policies that govern the implementation of the Agency's plans and purposes and carrying out the responsibilities and functions of a member as specified in the Agency's bylaws and Board policies. This role is separate and distinct from the role of the administrator, to whom is delegated the responsibility of determining the means of implementing the Agency policies.

Responsibilities:

- Maintain familiarity with Agency services and related issues.
- Help to assure that the Agency meets the needs of the people it serves.
- Plan for adequate finances and assist with fund raising and revenue generation.
- Establish overall Agency policies, goals, and direction.
- Review and approve an annual operating budget.
- Select an Agency administrator; define the scope of the person's job; and review his/her progress in attaining goals and objectives.
- Actively support and promote the Agency at all times.
- Provide consultation to the administrator and staff, when asked or appropriate.
- Participate in the development, review, and revision of a long range plan for the Agency's future and direction.
- Attend, and actively participate in, all regular and special meetings of the Board.
- Serve on committees and work groups, as needed, and attend educational and social events.
- Review all Board policies and Aspire bylaws annually.
- Help to assure that the Agency adheres to all pertinent laws, regulations, and sound business practices.
- Avoid conflicts of interest between the position of Board member and personal or professional life.
- Maintain confidentiality in matters relating to individuals served and Agency personnel.
- Observe the basic principles of Modern Rules of Order in all Board, committee, and work group meetings.
- Take action as part of the Board team, rather than as an individual.

Additional Information:

1. Board meetings are held every other month on the third Tuesday of the month at 11:30 pm at Aspire, unless otherwise stated. Lunch is served at 11:15am. Meetings usually last 1.5hrs.

An average Board member attends 80% of scheduled meetings / year.

An average time commitment is estimated at 15 hr/yr, not to exceed 20 hrs/yr.

2. Promote Aspire Foundation fundraisers: This may include: selling sponsorships/registrations to the golf tournament or bowling event, NCAA basketball books or other raffle tickets.
3. Promote/attend Aspire events: This may include: Legislative gatherings, awards to celebrate employees, organizational achievements, or other special events.