

Ten Basic Responsibilities of Nonprofit Boards



Written by: BoardSource

1. Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Monitor and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* (BoardSource 2009).

OAESV Board Member Job Description

FUNCTION: Provide governance to the organization, represent it with integrity to the community, and accept the ultimate legal authority for it.

DUTIES:

Planning

- Review OAESV's mission, values and purposes and management's performance in achieving or adhering to it.
- Annually assess the environment and approve OAESV's strategy in relation to it. Support management in development of annual plan, long-term strategies and evaluation processes.
- Annually review and approve OAESV's funding strategy and fundraising plan.
- Annually review and approve OAESV's operating budget.
- Review and approve OAESV's long-range financial goals.
- Approve major policies.

People

- Elect, monitor, appraise, advise, support, reward and, when necessary, change executive director.
- Be assured that management succession is properly being provided.
- Be assured that the status of organizational strength and talent planning is equal to the requirements of long-range goals.
- Approve appropriate compensation/benefit policies and practices.
- Propose a slate of directors to members and fill vacancies as needed.
- Annually approve the Performance Review of the Executive Director and establish his/her compensation.
- Determine eligibility for and appoint Board Committees
- Annually review the performance of the Board and take steps to improve its performance.

Financial and Operations

- Be certain the financial structure of OAESV is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice and feedback.
- Approve major actions of OAESV, such as capital expenditures and major program and service changes, and all non-budgeted contracts.

Audit

- Be assured that the Board and its committees are adequately and currently informed-through reports and other accessible methods – of the condition of OAESV and its operations
- Be assured that published reports properly reflect the operating results and financial condition of OAESV
- Ascertain management has established appropriate policies to define and identify conflicts of interest throughout OAESV and is diligently administering and enforcing those policies.
- Appoint independent auditors with appropriate credentials.
- Review compliance with relevant material laws affecting OAESV

WHAT IS EXPECTED OF OAESV BOARD MEMBERS IN 2011?

- Be a paid member of OAESV (individual member or represent a member organization).
- Read OAESV bylaws and ensure compliance.
- Learn about the role of state sexual assault coalitions and the history of OAESV. Learn about the legal and ethical responsibilities of Board Members.
- Regularly attend Board meetings, which are currently hosted monthly in Columbus. A minimum of four (4) meetings per year are required per the organization's bylaws. The bylaws also mandate that a Board member is dismissed if absent for two consecutive board meetings.
- Attend a mandatory day-long Board training in early 2011 in Columbus.
- Participate in at least one sub-committee, such as finance or board development. Make a serious commitment to participate actively in the committee work.
- Stay informed about Board matters. Prepare for meetings and review and comment on minutes and reports. Follow through on assigned commitments. Complete tasks on time.
- Build a collegial relationship with other Board members, staff and community partners.
- Actively participate in developing OAESV's first annual operating plan and budget. Develop and implement a comprehensive fundraising plan with support from OAESV staff.
- Ensure effective transition from founding board members to elected board members and from temporary to permanent staff.
- Make a meaningful personal financial contribution to OAESV. Suggested contribution is \$250.
- Participate in fundraising activities. Attend events. Introduce others to OAESV. Solicit individuals and organizations for support.