

Job Description



NAME:

POSITION: Board Member

PROGRAMS: Walnut Street Center, Richdale, & CARE, Inc.

DATE OF STANDARD:

GENERAL DESCRIPTION:

The Board Member is part of a larger group of fiduciaries, who steers Walnut Street Center towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure WSC has adequate resources to advance its mission: “Making Life More Meaningful.”

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In conjunction with other board members, hires and sets policies for which the Executive Director is accountable; approves the Executive Director’s annual compensation
2. Partners with the Executive Director in achieving the agency’s mission; advocates for the agency’s mission through public relations and/or interacting with various sources of media
3. Participates in formally evaluating the Executive Director, and informally evaluates the effectiveness of fellow board members
4. Selects and maintains a succession plan for the position of Executive Director and key members of senior management
5. Reviews and approves the annual budget as prepared by the Chief Financial Officer
6. Establishes and reviews the strategies and goals of the agency
7. Exhibits a duty of care by overseeing the business and affairs of the agency in light of emerging risks and opportunities
8. Exhibits a duty of loyalty by ensuring the agency’s activities and transactions are advancing its mission; makes decisions that are in the best interest of the agency
9. Exhibits a duty of obedience by ensuring the agency obeys applicable laws and regulations; follows the Board’s bylaws
10. Adopts and recognizes a policy addressing conflicts of interest
11. Regularly attends board meetings and other important related meetings
12. Volunteers for and willingly accepts assignments and completes them thoroughly and on time

13. Participates in fundraising by utilizing personal or professional networks to grow the agency financially

Board Member Signature: _____ **Date:** _____

Executive Director Signature: _____ **Date:** _____