

# Hands of Hope Resource Center

## Member of the Board of Directors Job Description and Expectations



**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Hands of Hope Resource Center so as to support the organization's mission and needs.

**Mission Statement:** Hands of Hope Resource Center advocates, educates, and promotes societal change for those affected by violence and abuse.

### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of programming planning and evaluation
- Hire, support and evaluate the Executive Director
- Assess board performance and strengthen board continuity and effectiveness
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of Hands of Hope Resource Center. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

### **Meetings and time commitment:**

- The board of directors meets monthly on the third Wednesday of the month, 5:00 p.m., via ZOOM. Meetings typically last 60-90 minutes.
- Committees of the board are formed on an "as needed" basis.
- Board members are asked to participate in annual fundraising events and other special events, such as the Annual Denim Day Raffle.

### **Expectations of board members:**

- Regularly attend and participate in meetings and special events as able.
- Inform the Executive Director prior to the meeting if you will be unable to attend.
- Make a serious commitment to actively participate on committee assignments.
- Be alert to community concerns that can be addressed by Hands of Hope Resource Center's mission, objective, and programs.
- Help communicate and promote Hands of Hope Resource Center's mission and programs to the community.
- Understand Hands of Hope Resource Center's finances, budget, and financial/resource needs.
- Understand the policies and procedures of Hands of Hope Resource Center.
- Financially support Hands of Hope Resource Center in a manner commensurate with one's ability.

*Approved with changes by Hands of Hope Resource Center board of directors on November 17, 2022.*

### **Board Chair Job Description**

1. Is a member and the Chair of the Executive Committee.
2. Is a partner with the Executive Director in achieving Hands of Hope Resource Center's mission.
3. Provides leadership to the Board of Directors.
4. Chairs meetings of the Board after developing the agenda with the Executive Director.
5. Encourages the Board's role in strategic planning.
6. Appoints the chairpersons of committees, in consultation with other Board members.
7. Discusses issues confronting Hands of Hope Resource Center with the Executive Director.
8. Helps guide and mediate Board actions with respect to Hands of Hope Resource Center priorities and governance concerns.
9. Reviews with the Executive Director any issues of concern to the Board.
10. Monitors financial planning and financial reports.
11. Plays a leading role in fundraising activities.
12. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
13. Evaluates annually the performance of Hands of Hope Resource Center in achieving its mission.
14. Performs other responsibilities assigned by the Board.

### **Vice Chair Job Description**

1. Is a member of the Executive Committee.
2. Performs the Board Chair's responsibilities when the Chair cannot be available (see Board Chair Job Description).
3. Reports to the Board Chair.
4. Works closely with the Board Chair.
5. Participates closely with the Board Chair to develop and implement Board office transition plans.
6. Performs other responsibilities as assigned by the Board.

### **Board Secretary Job Description**

1. Is a member of the Executive Committee.
2. Takes minutes at the Board meetings.
3. Ensures minutes are given to the Executive Director in a timely manner to ensure they are distributed with the Board meeting packet.
4. Is sufficiently familiar with legal documents (Articles of Incorporation, Hands of Hope Resource Center By-laws, etc.) to note applicability during meetings.

### **Board Treasurer Job Description**

1. Is a member of the Executive Committee.
2. Works closely with the Executive Director and the Finance and Fund Development Coordinator to understand the monthly financial report.
3. Presents the monthly financial report to the Board of Directors.
4. Administrates fiscal matters of the organization.
5. Provides the annual budget with the Executive Director for the Board's approval.
6. Ensures development and board review of financial policies and procedures.

### **Committee Chair Job Description**

1. Sets the tone for the committee work.
2. Ensures that committee members have the information needed to do their jobs.
3. Oversees the logistics of the committee's operations.
4. Reports to the Board Chair.
5. Reports to the full Board on committee's recommendations.
6. Works closely with the Executive Director and other staff as agreed to by the Executive Director.
7. Assigns work to committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.