

**Board Responsibilities and Board Member Job Description**

Responsibilities of the SCLC Board:

* Develop mission-fit policies and procedures for the operation of the organization
* Develop and maintain a long-range strategic plan
* Monitor the organization’s financial health
* Monitor the organization’s programs
* Monitor the organization’s overall performance
* Maintain competent management
* Assist management by providing necessary resources to meet the needs of the organization.
* With the ED, secure adequate funding for the organization
* Maintain adequacy of the board through recruitment, selection, and evaluation of members

Duties of Individual Board Members:

* Embrace the mission of the organization
* Attend board meetings and activities to the extent possible
* Cultivate potential volunteers and financial donors
* Support the organization through personal financial contribution
* Participate in board discussions
* Serve on committees

Organization’s Responsibility to Board Members (through the ED):

* Set clear and reasonable expectations
* Provide adequate and timely reports for board meeting review
* Provide access to organizational information as necessary for the completion of board duties
* Provide adequate materials for fundraising, board recruitment, and volunteer cultivation