



Board Member Responsibilities and Expectations

Board Member Responsibilities:

- Be informed about the organization's mission, vision, services, policies, and programs.
- Inform others about the organization. Advocate for the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities.
- Attend all board meetings, 2 per year, either in person, by teleconference or, when necessary, board members may respond agree/disagree to emailed meeting minutes within 48 hours of receiving the minutes.
- Review agenda and supporting materials prior to board meetings.
- Make a personal financial contribution to the organization.
- Suggest nominees to the board who can make significant contributions to the work of 3SRR.

Board Member Expectations:

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group. Possess honesty, personal integrity, sensitivity to differing views, community-building skills, and concern for your nonprofit's development.
- Willing to prepare for board meetings, ask questions, take responsibility and complete any given assignment, display honesty, contribute personal and financial resources according to your circumstances, open doors in the community, advocate for the organization, and evaluate oneself.
- Interest in developing skills that you may not possess, such as soliciting funds, recruiting board members or other volunteers, reading and understanding financial statements, and learning more about the substantive program area of the organization.
- Commitment to serve as a board member for a minimum of a 1 year term (Oct 1st – Sep 30th) and continue to serve in 1 year increments as long as member is voted onto the board in subsequent years.

Executive Committee Responsibilities and Expectations

Executive Director Responsibilities (David Follmuth):

- Oversee board and executive committee meetings.
- Work in partnership with other directors to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Appoint all committee chairs and board members, and with the Director of Operations, recommend who will serve on committees.
- Prepare board meeting agendas along with Director of Operations.
- Oversee searches for new board and committee members.
- Work with board members to recruit new board members.
- Act as the spokesperson for the organization.
- Periodically consult with board members on their roles and help them assess their performance.

Finance Director Responsibilities (Jackie Follmuth):

- Attend all board meetings.
- Understand financial accounting for nonprofit organizations.
- Serve as the chair of the finance committee.
- Manage the board's review of and action related to the board's financial responsibilities.
- Work with the executive director and finance committee (if it exists) to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present the annual budget to the board for approval.
- Work with 3SRR's accountant for periodic reviews and tax preparation.

Director of Operations' responsibilities (Jackie Follmuth):

- Attend all board meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the Executive Director.
- Understand the responsibilities of the Executive Director and be able to perform these duties in their absence.
- Participate as a vital part of the board leadership.

Board Secretary Responsibilities (Carrie Yehle):

- Attend all board meetings.
- Serve on the executive committee if one exists.
- Ensure the safety and accuracy of all board records.
- Take board meeting minutes or review minutes if that task is assigned to a staff member.
- Assume responsibilities of the executive committee in the absence of the Executive Director or Director of Operations and Finance.
- Provide notice of meetings of the board and/or of a committee when such notice is required.

***By signing below you are agreeing to the Board Member Responsibilities and Expectations. The details about the Executive Committee Responsibilities is for your information and you are not responsible for fulfilling the duties of any of those positions.

Your Signature: _____ Date: _____

Print Name: _____