

## SourcePoint Board Member Role and Responsibilities

The Board of Directors of SourcePoint believes that an effective Board of Directors is crucial to the well-being of this nonprofit organization. Our success depends on the interest, energy, and active participation and support of all members.

In accordance with this philosophy, the following statements regarding board member role and responsibilities are outlined as guidance to all board members of SourcePoint. These statements are elaborated on in the Board Policy Manual.

### Board Member Role

In general, the role of the Board is to establish board policy, insure that policy is being implemented, assist in raising financial and other resources, approve budgets, oversee and control expenditures of the corporation and evaluate the performance of the Executive Director and the corporation.

Serving on the Board of Directors of SourcePoint means accepting a public trust to act in good faith and in the best interest of the corporation, its mission and goals.

To be eligible to serve on the Board of Directors, an individual must live or work in Delaware County, cannot be employed by, or have a family member who is employed by SourcePoint, and must have the time and resources to fulfill the responsibilities outlined below:

### Board of Director Responsibilities\*

1. Establish, understand, and help to attain, the mission of SourcePoint.
2. Act in accordance with the policies, guidelines, and rules of the Board.
3. Attend and be punctual at all Board and committee meetings. If unable to attend, give early notice to Board President or appropriate staff person.
4. Be involved at all meetings, ask questions, discuss and participate in the decision making process. When you are not clear on facts, ideas or suggestions, ask for clarification. Be careful not to take too much of the meeting time for items that could be accomplished before or after the session.
5. Be informed about the background of issues in order to discuss them responsibly. Read your Board meeting packet and do necessary homework prior to the meeting.
6. Speak out on ideas you do not favor – silence is often interpreted as consent.
7. Understand the roles and responsibilities of the Board and staff.
8. Know and maintain the lines of communication between Board and staff.
9. Understand the financial statements presented. As a Board member, you are responsible for the financial oversight and stability of the organization.
10. Maintain the confidentiality of Board business.
11. Avoid conflicts of interest and communicate potential conflicts.
12. Maintain high ethical standards
13. Participate in the recruitment of new Board members.
14. Support and participate in fund-raising efforts and assist in identifying prospective donors.
15. Participate in special events sponsored by the organization.
16. Attend periodic training sessions scheduled to enhance the skills, abilities and self-confidence of Board members.
17. Advocate on behalf of the organization in the community.

*\*The Board of Directors has adopted a Board Policy Manual, which all new board members receive and which provides more specific guidance to board members regarding their specific role and responsibilities. This manual will be distributed during your orientation.*