

# PROCON.ORG BOARD OF DIRECTORS

## BASIC RESPONSIBILITIES

### **1. Support the organization's mission and purposes**

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to understand and support the mission statement and to review it periodically for accuracy and validity.

### **2. Efforts to obtain adequate resources**

The board should work in partnership with the chief executive, development staff, and others to raise funds from the community to adequately fund the organization. Board members are expected to give or get at least \$10,000 in annual contributions.

### **3. Oversight and Support of the chief executive**

Boards must reach consensus on the CEO's job description. The board should ensure that the CEO has the professional support he/she needs to further the goals of the organization. The CEO, in partnership with the entire board, should provide an evaluation of the CEO's performance, at least annually.

### **4. Enhance the organization's public standing**

Our board is an important link to the community, including constituents, the public, the media, and governmental agencies. Articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are a responsibility of all board members.

### **5. Ensure legal and ethical integrity and maintain accountability**

The board is responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees are important. The board is responsible for establishing and overseeing pertinent policies, and adhering to the organization's bylaws and articles of incorporation.

### **6. Ensure effective organizational planning**

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in the plan's implementation.

### **7. Manage resources effectively**

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must help develop and approve the annual budget and ensure that proper financial controls are in place.

### **8. Recruit and orient new board members and assess board performance**

Our board members have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board. They must also orient new board members to their responsibilities and the organization's history, needs, and challenges.

### **9. Guard the reputation, quality controls, and nonpartisan work of the organization**

Board members have a responsibility to remain vigilant about maintaining the neutrality, high-quality, and excellent reputation of the organization.

### **10. Be true to yourself**

It is important for board members to openly voice their criticisms, concerns, and disagreements without fear of repercussion. Maintaining an honest and open dialogue among board members is important to an organization devoted to critical thinking.