

La Casa Inc. – Board Member Job Description

Length of Term: Three years (two term limit)

Reports To: Entire Board of Directors

The board is the organization's highest level of decision making and legal authority. It is accountable for the organization's resources and activities and defines, through policy, the parameters of the organization's programs and services. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

Responsibilities:

- Understand and promote the mission of La Casa, Inc.
- Be familiar with the programs, policies, and operations
- Attend board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Review agenda and supporting documents prior to meetings
- Make an annual contribution to the organization commensurate with ability
- Participate in fund raising activities and special events
- Keep current on domestic violence issues and developments in program areas
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies
- Strictly adhere to code of conduct policies

Annual Time Demands (approximate):

- Attend and actively participate in at least 80% of board meetings (10 monthly board meetings, approximately 2 hours in length, on the 4th Monday of the month)
- Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
- Attend and actively participate in two (2) Saturday retreats.
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers and ground breaking ceremonies
- Attend new board member orientation (approx. 3-4 hours)
- Attend board training workshops (at least twice a year, 4 hours each)

Financial and Resource Development Expectations:

- Make a significant annual gift commensurate with your circumstances to the organization (in order to achieve 100% board giving)
- Be willing to learn and participate in donor development activities
- Sell tickets to fundraising events
- Recruit sponsors, as needed