



Board Member Job Description

Purpose of the position:

Together with other members of the board and staff, a Positive Images Board Member is responsible for determining agency policy, determining, monitoring, and evaluating the organization's goals, developing the annual budget, and ensuring that agency fundraising goals are met.

Key areas of responsibility:

1. **Policy Formation and Administration** - Responsible for ensuring that the agency policies are within the adopted by-laws. Recommends policies, which determine the purpose, governing principles, functions, and activities of the agency. Ensures that the organization meets its legal requirements.
2. **Evaluation** – Regularly monitors the activities of the agency. Conducts regular evaluations of the board's effectiveness.
3. **Community Relations and Fundraising** – Publicly supports the mission, goals, and programs of the organization. Identifies potential members, donors, and board candidates, and other resources on behalf of the organization. Participates in fundraising activities and attends fundraising events.
4. **Personnel** – Hires and regularly evaluates the executive director(s). Approves all personnel policies.
5. **Finance** – Approves and monitors the agency's finances and annual budget. Ensures that the resources are adequate to fulfill agency fundraising goals. Authorizes and approves the annual audit. Responsible for recommending and monitoring all expenditures relative to agency operations.
6. **Programs** – Familiar with agency programs; participates when appropriate. Participates in program planning, monitoring, and evaluation.