



## 1. Directors-at-Large

- a. Support the mission statement of the company. It is the Board of Directors responsibility to review the statement of mission and purpose, which articulates the organization's goals, means, and primary constituents served, on an annual basis.
- b. Select and support the Executive Director. The Board of Directors should attempt to reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- c. Ensure effective planning. The Board of Directors must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- d. Monitor and strengthen programs and services. The Board of Directors' responsibility is to evaluate which programs are consistent with the organization's mission and monitor their effectiveness.
- e. Ensure adequate financial resources. One of the Board of Directors' foremost responsibilities is to assist the company in securing adequate resources for the organization to fulfill its mission. This includes but is not limited to:
  - i. Fundraising events and ideas
  - ii. Soliciting donations from other entities
  - iii. Researching, soliciting, and applying for grants
  - iv. Protect assets and provide proper financial oversight. The Board of Directors must assist in approving and monitoring the annual budget, with the assistance of the Finance Committee, as well as ensure that proper financial controls are in place.
- f. Build a competent Board of Directors. All Directors-at-Large have a responsibility to articulate prerequisites for candidates and ensure that there is diversity of thought and background on the Board of Directors. Additionally, all Directors-at-Large should be interacting with all members of the company to form relationships and determine who may be able and interested in joining the Board of Directors.
- g. Ensure legal and ethical integrity. The Board of Directors is ultimately responsible for adherence to legal standards and ethical norms.
- h. Enhance the organization's public standing. The Board of Directors should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

**The Board of directors meets regularly, with a schedule determined by the board members. Usually, they meet once a month.**