

## **JOB DESCRIPTION**

### **TITLE: MEMBER, ACCESS HUMBOLDT BOARD OF DIRECTORS**

#### **GENERAL DUTIES**

1. Act as an ambassador of Access Humboldt and its mission to the community.
2. Formulate and adopt policies and procedures of Access Humboldt.
3. Prepare for and participate at Board and committee meetings and participate in at least one standing committee of the Board.
4. Respectfully support the majority decision on issues decided by the Board.
5. Review and/or approve the annual budget and subsequent budget revisions.
6. Approve audit and review evaluations of Access Humboldt.
7. Authorize contracts for services.
8. Elect officers of the Board.
9. Evaluate performance of Executive Director. When necessary, select Executive Director.
10. Suggest agenda items periodically for Board and committee meetings to ensure that significant, policy-related matters are addressed.
11. Attend meetings of the Board.
12. Act as advocate for Access Humboldt and attend special events.
13. Support and participate in fundraising efforts for Access Humboldt.
14. Follow trends in the organization's field of interest.
15. Develop short and long term goals through strategic planning.

### GENERAL EXPECTATIONS

1. Be an individual member *in good standing* of Access Humboldt.
2. Know the organization's mission, goals, policies, internal programs, services, strengths and needs.
3. Perform duties of Board membership responsibly.
4. Attend meetings and sponsored events.
5. Review the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility.
6. Bring good will to the Board's deliberations.
7. Maintain confidentiality of the Board's executive sessions, and speak for the Board or organization only when authorized to do so.
8. Avoid asking special favors of the staff, including special requests for extensive information, without prior consultation with the chief executive, Board, or appropriate committee chairperson.
9. Serve the organization as a whole, rather than any special interest group or constituency.
10. Avoid even the appearance of a conflict of interest that might embarrass the Board or the organization, and disclose any possible conflicts to the Board in a timely fashion.

### QUALITIES OF BOARD MEMBERS

Professional and/or personal expertise; being a team player; time for Board service; commitment and caring; flexibility; belief in the mission of Access Humboldt.