

Respond To Racism Board Members (At-Large)

Description

Respond to Racism board of directors is comprised of at least five members. Remaining legal requirements of the Board of Directors are listed in the organizational bylaws.

Respond to Racism's Board of Directors is the governing body, overseeing vision, mission, and internal operations of the organization. Respond to Racism Board members are elected for two-year terms. Board members hold overall fiscal and managerial oversight responsibility for Respond to Racism. They are charged with the supervision and oversight of Respond to Racism's mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Ultimately, board members serve as ambassadors for Respond to Racism's mission, inside and outside of organizational commitments.

Ten Basic Board Responsibilities:

1. Determine mission and purposes. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the Executive Director (ED). Boards must reach consensus on the executive director's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the Executive Director. The board should ensure that the Executive Director has the moral and professional support they need to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
7. Protect assets and provide financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Responsibilities

- Serve as a leading ambassador of Respond to Racism's mission, programs, and services.
- Agree to a two-year board term with the option of renewal for three consecutive terms.
- Regularly attend and prepare for monthly and quarterly Board meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Make a serious commitment to participate actively in Board and other Respond to Racism work.
- Prepare and approve necessary organizational policies.
- Participate in hiring and oversight process of the Executive Director.
- Be knowledgeable about Respond to Racism's mission, vision, programs, and events.
- Stay informed about Board matters, prepare themselves for meetings, and review and comment on issues of importance.

- Participate in creation of strategic plan and conduct annual review of the strategic plan.
- Get to know other Board members and Respond to Racism stakeholders and build a collegial working relationship that contributes to consensus.
- Respond to requests for feedback or decisions between meetings in a timely manner.
- Understand financial statements or commit to learning about nonprofit financial oversight.

Qualifications for Service

- Past or current engagement with Respond to Racism (e.g., partnership, membership, content providers, etc.)
- Interest in and willingness to support Respond to Racism' goals and objectives
- Initiative
- Integrity
- Analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Planning skills
- Ability to organize and monitor work
- Collaborative
- Ability to easily use email and other technology such as cloud services
- Commitment to open and honest communication

Board members may serve as: At-Large Member (See Above), President, Treasurer, or Secretary.

Board President

In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Board President shall ensure that all meetings are facilitated by a member of the Board of Directors. The Board President shall perform all duties customary to the office of the Chair:

- Ensures facilitation of board meetings after developing the agenda with the Executive Director.
- Actively recruits new board members and helps to retain current board members.
- Partners with the Respond to Racism' board members, advisors and volunteers in achieving the organization's mission.
- Provides leadership and direction to the Respond to Racism' Board of Directors.
- Encourages transparent communication between all Board members.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Participates in the creation and implementation of the strategic plan.
- Ensures that timelines are met and that parties are accountable to their responsibilities within the strategic plan.
- Encourages board participation in the strategic planning process.
- Communicates as needed with committee chairs to ensure that action items are met and that activities are in-line with the mission and vision.
- Discusses issues affecting the organization with the Board and any other relevant parties.
- Represents Respond to Racism as an ambassador for the mission at events and other activities.
- Monitors financial planning and financial reports.
- Plays a leading role in revenue generation activities including cultivation and stewardship.

- Annually encourages evaluation of the board and the performance of the organization and its mission.

Board Treasurer

In accordance with organizational bylaws, the Treasurer is primarily responsible for overseeing Respond to Racism's finances. In addition to the board member-at large responsibilities, the Board Treasurer has the following responsibilities:

- Oversees all revenues and expenses and creates financial statements (balance sheet, income statement, and cash flow statement) and communicates this information to the Board on a quarterly basis.
- Works with the Respond to Racism' staff and board to create the Respond to Racism' budget draft and seeks approval from the board on annual budget.
- Ensures development and board review of sound fiscal policies and procedures.
- Acts as an official signer on the Respond to Racism' bank account and works with Executive Director on large monetary distributions.
- Oversees any financial agreements.
- Participates in revenue generation activities including cultivation and stewardship.
- In cooperation with the board members, accepts responsibility for filing annual tax forms as required by the state or the IRS.
- Provides a full financial report to the board of directors quarterly and annually.

Board Secretary

The Secretary is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records. In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Secretary shall be responsible for:

- Maintaining board records and ensuring effective management of the organization's records.
- Managing board meeting minutes: Collect and send a draft of the minutes to the Board of Directors for approval. Minutes should reflect the activities of meetings in an objective manner, without unnecessary commentary. They should include the following information:
 - o Who is present and absent
 - o Agenda
 - o Items discussed
 - o Key issues raised
 - o Votes and action items and
 - o Any other relevant information
- Ensuring minutes are distributed to members shortly after each meeting.
- Maintaining sufficient familiarity with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in board meetings.
- Maintaining a chart of starting and ending dates for each Board member.

In the absence of the Secretary at any meeting, a secretary *pro tempore* shall be appointed by the presiding Officer.