



Board of Director Roles & Responsibilities

Led by: President

Reports To: Board of Directors

Purpose:

A member of the Board of Directors is responsible for overseeing, at a higher level than day to day operations, the operation of the organization.

Expectations and Responsibilities

- Participation in Board of Directors Meetings
 - Attend and actively participate in all meetings, unless an urgent matter prevents me from doing so.
- Fundraising
 - Make an annual personal financial contribution to the organization within my financial means
 - Assist and participate in general campaign fundraising that may occur during the year.
 - Attend and/or volunteer for the fundraising events that are held throughout the year.
 - Make contact with at least 3 donor/corporate contacts for potential donations or underwriting commitments to the organization
- Committee Participation
 - Participate on at least one committee or work group.
- Board Workshops
 - If necessary, attend an annual board workshop for development of and working relationships of the Directors, unless an urgent matter prevents me from doing so.
- Board Development
 - Nominate at least one viable board candidate or key volunteer for the organization annually.
- Notification and Response (on-going)
 - It is every board member's responsibility to stay in touch with the other Directors and Officers. If someone phones, faxes or emails you for information, it is your responsibility to respond in a timely and professional manner.
- Conduct
 - Every member of the Board should conduct themselves in a professional manner at all times.
 - Every member has an opinion and deserves to have the opportunity to express their opinions, thoughts and beliefs in a calm, rational, productive manner at any opportunity without fear of yelling, swearing, threats or intimidation.
 - Be respectful
 - Keep information discussed at board and committee meetings confidential



- Support the collective decisions of the Board of Directors even if my individual opinion is different.
- As a Director, I acknowledge that I am the face of Columbia Pathways To Recovery while in public and I will conduct myself as to not bring negative attention to the organization.

Time Commitment For Committee Members

- Board of Directors members should anticipate being available an average of 2-3 hours per month in addition to attending the monthly Board of Directors Meeting the 2nd Tuesday of every month that usually lasts 2-3 hours.