



## MEMBER OF THE BOARD

### ***Purpose:***

*To act as a voting member of the board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Three Rivers Inc.; to monitor the agency's financial health, programs and overall performance; and to provide the chief executive officer with the resources to meet the needs of those the organization serves.*

### ***The Full Board's Responsibilities:***

- Uphold the Independent Living Philosophy and mission of Three Rivers Inc.
- Establish policy.
- Hire and evaluate the administrator.
- Monitor finances.
- Represent the needs of your community as they relate to the agency mission and the Independent Living Movement.
- Create and update a long-range plan for the Three Rivers Inc. furthering the agency's ability to achieve its mission and goals
- Select and support the organization's board officers and periodically review their performances.
- Adopt key operating policies and procedures; approve grants and contracts as appropriate.

### ***Individual Board Member's Duties:***

- **Attend all board meetings** and activities, including special events and board retreats.
  - *Typically there are 10 meetings each year, you will be expected to attend a majority of the meetings each year plus the annual Board retreat. Attending meetings via conference call is acceptable, but personal attendance at meetings is requested at least 3 times each year to increase Board interaction.*
- **Become knowledgeable** about the organization.
  - *Each Board member is expected to participate in orientation and training. Such training shall be made available annually for all Board members. In addition, attendance of state and national conferences and training events is encouraged.*

- **Represent organization** to individuals, the public and other organizations.
  - *Board members are chosen for their ability to serve as a liaison for persons with disabilities in their community. It is expected that you will provide general education and agency contact info to community members as needed/requested.*
- **Come to all board meetings** well-prepared and well-informed about issues on the agenda.
  - *Meeting packets are sent out in advance and questions about the Board agenda are always welcome.*
- **Contribute to meetings** by expressing your point of view and make suggestions for upcoming agenda items.
- **Consider other points of view**, make constructive suggestions and help the board make decisions that benefit those the organization serves.
- Important note: By agreeing to serve on the Board, you agree to abide by and uphold the majority vote/decision.
- **Serve on at least one committee.**
  - *Standing committees:*
    - *Executive Committee – Evaluate the Exec. Director*
    - *Finance Committee – guide financial policy development*
  - *Ad Hoc Committees:*
    - *Policy and Personnel Handbook Review*
    - *Special Events*
    - *Board Recruitment*
- **Assume board leadership roles** when asked.
- **Participate in Advocacy events**
  - *Advocating for the rights of individuals with disabilities is an essential part of Three Rivers Inc.'s purpose and mission. As such, you are expected to participate in the development and guidance of the agency's advocacy agenda and work plan. And, to the extent possible, actively participate by talking with legislators, community members, writing letters, etc.*
- **Keep the administrator informed** about applicable community concerns.