

Board Member Responsibilities

1. Support the Purpose and Mission of PHAdvocates

- Ensure that the mission statement is regularly reviewed and updated to accurately reflect the organization's overriding purpose.
- Ensure that the mission drives major decisions and actions of the Board and staff.
- Actively participate in quarterly Board meetings: two via conference call and two in-person. Pay travel costs for meetings, when possible.
- Actively participate between Board meetings by responding to requests from staff or other Board member's and by providing feedback on the strategic direction of the organization.
- Actively participate on at least one Board Committee: Finance, Audit, Development, Investment, Governance, Personnel, Nominating, or other Ad-Hoc committees.
- Fulfill the \$3,000 give/get annual Board Member contribution requirement.
- Actively engage in fundraising for the organization by:
 - ✓ Soliciting friends and colleagues to contribute to the organization.
 - ✓ Attending/organizing fundraising events.

2. Oversee Performance of PHAdvocates in Fulfilling its Mission

- Ensure that there is a clear and effective process for planning, reporting, and evaluating PHAdvocates' activities.
- Review plans for major new activities to ensure their quality and to test their appropriateness with respect to the organization's vision, values, and mission.
- Follow a clear and agreed-on process for evaluating PHAdvocates' performance in meeting stated goals.
- Monitor PHAdvocates' culture, values, and procedures to ensure consistency with the organization's mission and effective organizational performance.
- Respect the boundary between the policy role of the Board and the management responsibilities of the staff.

3. Provide Fiduciary Oversight and Stewardship of Resources

- Operate a Finance Committee whose chair has financial skills appropriate to the organization's size and complexity.
- Ensure that the organization has the non-profit financial management expertise necessary to develop high-quality financial data and financial reports.

- Review and approve annual organizational budget prepared by the staff.
- Review and approve annual Form 990 and audited Financial statements prepared by a Certified Public Accountant.

4. Represent and Enhance PHAdvocates' Public Image

- Be able to clearly articulate PHAdvocates' purpose and mission.
- Be able to effectively communicate to others about the organization's major projects.
- Be an ambassador of PHADVOCATES, inviting professional contacts and others to support and advance our work.

5. Oversee and Maintain the Board's Performance

- Maintain updated written descriptions of Board committees and policies.
- Ensure that committees function as described.
- Maintain a written list of expectations of Board members and their roles, and hold members accountable to these agreements.
- Hold regularly scheduled and well-planned Board meetings with relevant materials distributed in advance.
- Maintain a Board recruitment process to ensure needed skills and expertise are included on the Board.
- Implement a regular process for reviewing and improving Board performance.
- Record and maintain records of Board meetings.
- Refrain from conducting Board business or making Board decisions outside of Board Meetings.