Job Description for Members of the Board of Trustees

**As members of the full board…**

* Board members must ensure that the organization meets the needs of the people served.
* Board members work with the administration in setting policies for the organization to achieve.
* Board members are responsible for the financial success of the entire organization.
* Board members hire and regularly evaluate the President/CEO of the agency.
* Board members must allow the President/CEO and the administration to make day-to-day management decisions without interference. Individual board members will support the administration when requested.
* Individual board members will attend board meetings and actively participate by serving on committees and as officers.
* Board members will assist in achieving the organizations short and long term plans.

**The Board/Administrator/Staff team**.

* The board sets the direction of the organization by determining which service and programs will benefit the most people.
* The President/CEO and administrative staff will implement the policies and report to the board.
* Staff delivers the services and programs to individuals with disabilities to achieve goals that are set by the administration.
* The people served are the focus of all efforts by the board, administration and staff.

**Board Responsibilities:**

* Participate in establishing policies to advance the mission of the agency
* Attend meetings
* Actively participate on at least one board committee
* Serve as ambassadors and advocates in the community to provide awareness of the agency and its mission.
* Provide annual financial support through New Horizons fundraisers.

**Agency Responsibilities:**

* An annual report of the agency’s overall well being
* Annual external audit report
* Quarterly program reports
* Quarterly financial reports
* Board members liability insurance coverage
* Training as needed or requested
* Support from the agency’s staff

**Rewards:**

* Helping People with disabilities succeed.

**Board member’s signature: Date:**