

# **Responsibilities of Board Members**

## **General**

You are expected to:

- Understand the organization's mission and mandate, be aware of issues and keep up to date on trends in the community that might affect these issues.
- Ensure that the organization's legal affairs are in order, know the board's legal obligations and make sure that they are upheld.
- To understand and, if necessary, query all financial and budget matters.
- Keep board discussions confidential.
- Bring your own training, skills and experience to all board decisions.

## **Board Meeting**

You are expected to:

- Attend all board meetings, and notify the Chair if you are unable to attend.
- Prepare for meetings by reading minutes and preparatory material.
- Participate actively in the meetings by asking questions to clarify issues; by expressing your views; by listening to and considering the views of others; by changing your opinion if the situation warrants; and by making decisions.
- Complete any tasks or assignments that you accept at Board meetings or from the Chair on behalf of the Board.
- Abide by and support the decisions of the board. (In instances where you strongly oppose decisions of the Board you may wish to formally register your opposition, but your obligation to support the decision outside the board meeting remains the same.)

## **Committees**

You are encouraged to:

- Participate on one or more committees and possibly chair one.
- Prepare for, attend and actively participate in committee meetings.
- Work with other committee members to carry out any committee tasks between meetings.

## **Other Tasks**

These may include:

- Assisting with fundraising
- Public Speaking
- Meeting with other agencies, funders, legislators
- Giving advice and assistance to staff in areas where you have expertise.