



### **Board Member Job Description**

<b>What Board Members Provide</b>	<b>What Board Members Can Expect</b>
1) I will learn about and support the HSCC's mission, goals, by-laws, policies and programs, and be able to describe them accurately.	1) The HSCC will provide me with relevant materials and education. For the first year of my term, an experienced Board member will serve as my mentor.
2) I will give my best effort to "hit the ground running" when beginning my service with the Board.	2) The HSCC will provide me with a full orientation, facility tour, and introduction to staff members and their roles.
3) I understand the Board meets up to 10 times per year, plus one annual full-day retreat. I will do my best to attend each meeting and participate in a standing committee once per month.	3) Board meetings will be well run and productive, with a focus on decision-making rather than reporting. I understand that agendas will be distributed one week in advance. To add items to the agenda, I will contact the Chair and President/CEO before it is distributed.
4) I accept fiduciary responsibility for the HSCC and will oversee its financial health and integrity.	4) Timely, accurate, and complete financial statements will be distributed at least quarterly, one week in advance of the relevant Board meeting.
5) I will participate in strategic planning and will provide oversight to ensure that our programs run effectively.	5) Quarterly (or more frequent) reports from the President/CEO, program updates, and media reports, etc. will be provided.
6) I accept ethical responsibility and will help to hold fellow Board members, the President/CEO (and, by extension, the full staff) to professional standards.	6) The HSCC will provide me with relevant training.
7) I will actively participate in events and fundraising to ensure that the HSCC has the resources it needs to meet its mission.	7) I will be able to choose from a range of events and fundraising activities, and relevant training and support will be provided to help me fulfill my obligations.
8) I commit to making a personal donation; the HSCC will be one of the top three charities I support each year that I am on the Board.	8) I will have the option of fulfilling my personal pledge in monthly or quarterly installments, if I so choose.
9) I will serve as a member or chair of at least one Board committee and regularly attend the meetings.	9) A full description of each Board committee, including current members, activities and meeting schedules will be available to me.

10) I will try and participate in a volunteer orientation within the first three months of my term.	10) The times and dates of volunteer orientations will be provided.
11) I will participate as a shelter volunteer one day during each year of my term.	11) This experience will help my understanding of the organization and how it operates. Staff members will provide me with appropriate training and supervision to complete the shelter tasks assigned to me as a volunteer.
12) I will serve as a mentor to future new Board members.	12) The HSCC will provide me with appropriate information, training and support.
13) I will serve as an ambassador to the community to educate others and promote our work.	13) Materials and training, if needed, will be provided so I can be effective in this role.
14) I commit to increasing my skills, knowledge of the HSCC and effectiveness as a Board member.	14) The HSCC will provide me with appropriate information, training and support.
15) I will participate in the evaluation of the performance of the President/CEO.	15) This evaluation will be based on goals developed jointly by the Board and the President/CEO.