



## **Board of Directors Job Description**

Participating as a board member requires engagement. The Board will support the work of BIAA and provide mission-based leadership and strategic governance. While day-to-day operations are led by the chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

### Mission/Vision/Strategy

- 1- Develop and monitor the organizational mission and vision, and be aware of the services, programs, and policies of BIAA.
- 2- Ensure that the organization and its board members meet all applicable legal requirements.
- 3- Develop, monitor, and evaluate the organizations strategic plan.
- 4- Ensure that the organization's programs and services appropriately address constituent needs.

### Engagement

- 1- Directors are encouraged to attend board meetings and functions in person, and must attend at least one in person annually.
- 2- Be prepared for each board meeting by reviewing the board materials prior to the meeting.
- 3- Participate on board committees or task forces.
- 4- Sign the conflict of interest and confidentiality policies.
- 5- Bring names of individuals who should be considered for the board of directors.
- 6- Willingness to expand knowledge of board responsibilities through board training opportunities.
- 7- Assist in promoting the organization throughout the year.
- 8- Adhere to the duties of care, loyalty, and obedience.

### Financial support

- 1- Ensure financial accountability of the organization.
- 2- Oversee ongoing process of budget development, approval and routine review.
- 3- Monitor the adequacy of funds to support the organization's policies and programs.
- 4- Make an annual financial contribution to the organization.
- 5- Help and participate in raising funds in any way you are able, including, but not limited to, contributing ideas, contacts, and acting as an ambassador.

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