



BOARD DIRECTOR JOB DESCRIPTION

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for Basic Needs Inc.

As a member of the Board, A Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

QUALIFICATIONS/SKILLS:

Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

TERM:

Directors are elected at a monthly board meeting. Directors serve for a two-year term. Directors may be reelected for four additional terms.

REQUIREMENTS:

- * Commitment to the work of the organization
- * Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- * Experience reviewing budgets and understanding them.
- * Experience with policies and regulatory documents and the ability to understand them.
- * Willingness to serve on at least one committee and actively participate.
- * Attendance at monthly Board meetings required per the bylaws.
- * A time commitment of five hours per month, (includes Board preparation, meetings, committee meetings, serving as an ambassador to attend local charity board meetings, and policy creation, editing between board meetings.)
- * Available to communicate via email, text, or phone. Directors are responsible to respond to time-sensitive requests as soon as possible.
- * Intermediate or advanced understanding of personal computers, virtual meetings, e-mail, shared drives, documents, and texting.
- * The ability to process information quickly and make unbiased decisions for the progress of the organization.
- * Be informed of the services provided by Basic Needs Inc and publicly support them.



* Prepare for and participate in the discussions and the deliberations of the Board.

MAJOR DUTIES:

* Communicating with the executive director and other board members

* Following through on assignments

* Supporting program initiatives

* Governing Basic Needs Inc by policies developed by the Board.

* Establish overall long and short-term goals, objectives, and priorities for Basic Needs Inc in meeting the needs of the community.

* Recommend policy to the Board.

* Promote Basic Needs Inc membership incentive program through community networking, etc.

* Being accountable to the funders for the services provided and funds expended.

* Monitors and evaluates the effectiveness of Basic Needs Inc through a regular review of programs and services

* Hires and sets the compensation for the CEO/Executive Director

* Responsible for recruiting new board members and volunteers for the thrift shop and all events

* Attend, be prepared, and participate in monthly board meetings

* Serve on committees and take on special assignments according to experience and skills

* Approve Basic Needs annual budget, audit reports, and material business decisions

* Act as a community ambassador for Basic Needs

* Make a financial contribution annually to the organization that is personally significant

* Support organization through attending community and fundraising events

* Must assist the organization in obtaining adequate resources to enable it to further its charitable mission.

* Being accountable and seeking nominations for election to the Board when appropriate.

* Prepare for and participate in the discussions and the deliberations of the Board.

* To foster a respectful, positive working relationship with other Board members, and Basic Needs Inc, staff.

* Maintain board confidentiality; sign a confidentiality agreement annually.



Basic Needs

- * Be aware and abstain from any conflict of interest; sign a conflict-of-interest form annually.
- * Background check is required.
- * A college degree is preferred.

Note: Board members are prohibited from volunteering at Basic Needs Thrift Shop.

REVIEW/APPROVAL DATE: 6/8/2021

The Executive Committee annually reviews the Board Director's job description. Recommended changes are presented to the Board.

Printed Name: _____

Signature: _____

Date: _____