**Children’s Home of York**

# JOB DESCRIPTION: BOARD MEMBER

RESPONSIBLE TO: Children’s Home of York Board Chair

TERM: Three years (unless serving by special appointment or filling an unexpired term.) May be re-elected for a second term.

PURPOSE: Determine the planning and policy decisions, ensure adequate funding, monitor and sanction activities, ensure high quality innovative services consistent with the Agency’s mission, and employ and evaluate the CEO

SPECIFIC DUTIES:

1. Attend Board meetings regularly, with a goal of 80 percent attendance
2. Become informed in advance of agenda items
3. Ask discerning questions, constructively participate in deliberations, and vote according to your convictions
4. Be willing to assume executive leadership of the Board
5. Participate actively in two committees of the Board
6. Work in areas where your background and interest would be of value
7. Make an annual gift
8. Provide leadership in conjunction with fundraising activities of the Agency
9. Employ and monitor the chief executive officer in conjunction with other Board members
10. In conjunction with other Board members and staff, ensure that the budget, policies, and program efforts are consistent with the Children’s Home’s goals, objectives and strategic plan
11. Approve policies
12. Approve Bylaw changes
13. Approve annual budget
14. Approve annual audit
15. Familiarize yourself with the Children’s Home’s mission and programs, and share this knowledge with others
16. Participate in and attend Agency functions
17. Declare any potential conflict of interest

PERSONAL ATTRIBUTES:

1. Unquestionable character
2. High standing among his or her colleagues
3. Respected citizen of the community
4. Breadth of understanding and a tolerance of viewpoints of others
5. Willing to state one’s convictions and equally willing to accept the majority decision when in conflict with one’s own stand
6. An interest in the objectives and programs of the organization
7. Deal openly and directly with the staff and other Board members when pleased and displeased

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