

Minnesota Elder Justice Center Board of Directors Job Description

Principles

1. **Commitment and Responsibility:** Each board member shall make a meaningful time commitment to engage in Minnesota Elder Justice Center (“Center”) meetings and events for a term of three years. “Meaningful” for this purpose means volunteering the time needed to perform or participate in the five areas of duty listed below these procedures. Board members bring their knowledge, preparation, and an inclusive perspective to the task of informed decision-making.
2. **Accountability:** Each board member has a legal obligation to act in the best interest of the “Center” (fiduciary duty). The Board of Directors is collectively accountable to the community, funders and other stakeholders. They are accountable for the “Center’s” performance aligned with its mission and strategic objectives and for the effective stewardship of financial and human resources. Board members will promote a culture where ethical, legal, or program compliance concerns can be raised freely and addressed without fear of retaliation.
3. **Authority:** The Board of Directors collectively has the authority to initiate and approve policies of the “Center” and to provide supervision and support to the Executive Director. Individual Board members have no authority to approve actions by the “Center,” to direct staff, or to speak on behalf of the “Center,” unless given such authority by the full board.

Duties of each Board Member

1. Presence and Preparation

- i. Prepare for and attend Board meetings
- ii. Actively participate in decision-making
- iii. Actively participate in at least one Board committee
- iv. Abide by the by-laws, code of conduct and other policies that apply to the Board
- v. Stay informed about the issues relevant to the mission and objectives of the “Center”
- vi. Work as a team member and support board decisions

2. Planning and Oversight

- i. Assist in the development and review of the strategic plan
- ii. Participate in periodic review of the mission and organizational objectives
- iii. Monitor the performance of the organization with reference to its core values, plans and objectives
- iv. Establish, review and monitor policies that guide core operational practices, e.g. financial practices, program compliance, and human resources
- v. Beware of, acknowledge, and respond as needed to conflicts of interest.
- vi. Approve the annual budget; monitor financial practices and performance through monthly financial reports, confirmation of required filings, and an annual report from an independent auditor.

3. Fund Development

- i. Make an annual contribution to the “Center”
- ii. Help raise funds through at least one of the following: host an event; introduce the Executive Director community leaders and potential donors; serve as a Greeter at “Center” events; or accompany staff leaders to donor visits.

4. Executive Director

- i. Participate, as needed, in the hire of and succession planning for the Executive Director
- ii. Participate in the evaluation and support of the Executive Director
- iii. Participate in setting the annual compensation of the Executive Director

5. Board Maintenance and Development

- i. Participate in the recruitment of new Board members
- ii. Mentor and support newer Board members
- iii. Participate in an annual Board self-evaluation

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