

# Board of Director

## Job Description and Performance Expectations



### GENERAL DESCRIPTION

Members of the Board of Directors (the Board) are legally and morally responsible for all activities of the Furniture Bank (FBCO). The Board is responsible for determining and approving the strategies and goals of FBCO. Each member helps the collective board make sound group judgments, provide continuity of thinking, and facilitate bringing together a broad base of knowledge and experience to further FBCO's goals. This is a non-compensated term position as defined in the Code of Regulations of FBCO.

Directors need to be dedicated to helping others, and acknowledge their responsibilities on behalf of constituents, contributors, and the public at large. They must be able to work with people in a harmonious way and respect the rights of others to disagree with them. Patience, understanding, and persistence in coping with problems constructively are essential.

Each director must also recognize and respect the differences and appropriateness of the relationships that exist among and between board colleagues, volunteers, and staff.

### THE THREE LEGAL DUTIES OF NON-PROFIT BOARD MEMBERS

**Duty of CARE.** Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

**Duty of LOYALTY.** When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

**Duty of OBEDIENCE.** Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

### GENERAL RESPONSIBILITIES

- Understand and positively promote the mission of FBCO to the general community.
- Participate in establishing annual goals and objectives and participate in setting short- and long-term goals.
- Participate in the establishment and approval of the annual budget.
- Participate in the establishment and approval of the Code of Regulations and policies.
- Assume Board's legal responsibility for all aspects of FBCO's operations.
- Ensure the financial stability and solvency of FBCO.
- Hire, support, and participate in evaluating the chief staff officer.
- Participate in the self-evaluation of the performance of the Board of Directors.

### SPECIFIC RESPONSIBILITIES

#### Knowledge & Understanding

- Know and understand the FBCO's mission, policies, programs, needs, as well as its collective purpose.
- Engage in learning opportunities to better understand the community and clients we serve.
- Review all financial records and relevant materials; seek clarification when uncertain.

### **Talent & Giving**

- Serve as active advocates and ambassadors for the FBCO.
- Volunteer to share your gifts to advance the mission when needed.
- Help identify **and leverage** personal connections, networks and resources that can benefit the organization's fundraising and reputational standing, and influence public policy to achieve FBCO's mission.
- Invite CEO to community activities/events and make introductions to community leaders, partners, etc.
- Continually strive to expand FBCO's resources by remaining sensitive to its needs and recruiting new **and diverse** volunteers for special projects, committee work, board membership, etc.
- Spend ½ to 1 day each year participating in a FBCO volunteer or staff activity.
- Give an annual donation to support the mission in a manner that is appropriate for each Board member's individual situation; notify Board Chair if unable to make financial contribution.

### **Engagement & Influence**

- Be on time and notify Board Chair and CEO if you are going to be late or will not be in attendance of a meeting, retreat or other scheduled Board activities.
- Read minutes before meetings and identify to Secretary and/or Chair any errors in the meeting record;
- Read and respond in a timely manner to board correspondence.
- Attend annual retreat; notify Board Chair if unable to attend.
- Participate fully in at least Board one committee.
- Be an active listener, participate in meetings, be inquisitive and unafraid to challenge (tactfully) by asking constructive questions or when uncertain about information being shared.
- Respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization, but do not be afraid to challenge.