



## BOARD MEMBER JOB DESCRIPTION

The Board of Directors of END HIV OKLAHOMA, INC. is legally and ethically responsible for all activities of the agency.

### **Responsibilities of the Board of Directors**

- Determining how the organization carries out its mission through long and short range planning and review.
- Adopting an annual budget and providing fiscal oversight.
- Recruiting, orienting and developing board members.
- Hiring and evaluating the performance of the executive director.
- Evaluating its performance and the overall performance of the organization in achieving its mission.
- Establishing policies for the effective management of the organization.

### **Responsibilities of Individual Directors**

- Understanding and promoting the organization's mission.
- Being familiar with the organization's programs and operations.
- Being a working member of at least one board committee.
- Participating in resource development and fundraising.
- Making an annual gift to the organization commensurate with one's ability.
- Assisting in membership development.
- Advocating on behalf of the organization.
- Helping to educate the community.
- Reviewing board meeting materials before the meeting.
- Reviewing the organization's Form 990 before its submission to the Internal Revenue Service.
- Identifying any potential conflicts of interest.

### **Time Demands (approximate)**

- Attend and actively participate in at least 75% of board meetings.
- Quarterly board meetings - 2-3 hours.
- Committee work- 1-3 hrs. per month, or as decided by the committee.
- Annual planning retreat- 1 day, usually a Saturday in November
- Attendance at events (time varies). Attendance at two events per year.
- Volunteer within and outside of the organization. (Monthly)

### **Financial and Resource Development Expectations**

- Annual gift to organization (100% Board giving is expected). Directors are asked to consider a gift that is "significant according to their circumstances".
- Sell tickets to organization fundraising events.
- Recruit sponsors if possible.
- Identify and assist in cultivation of potential donors.