

Roles of Board



IN ENGLISH – NOT LEGAL....

The Board as a Unit



Ten Basic Responsibilities of Nonprofit Boards

- **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- **Select the Chair** Boards must reach consensus on the Chair responsibilities and undertake a careful search to find the most qualified individual for the position.
- **Support and evaluate the Chair.** The board should ensure that the chair has the moral and professional support he or she needs to further the goals of the organization.
- **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
- **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
- **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Individual Board Member Responsibilities



- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments. If chair of committee fails, then resumes responsibility until another chair can be put in place.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Specific Chair/Committee Liaison



Board Chair

- Oversees board committee meetings
- Works in partnership with the committee chairs to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, and with the voting board, recommends who will serve on committees
- Assists Secretary in preparing agenda for board meetings
- Assists in conducting new board member orientation
- Coordinates annual performance evaluation and presentation to City
- Acts as an spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance

Vice Chair

- Attend all board meetings
- Serve on the executive committee if one exists
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Specific Chair/Committee Liaison

Board Secretary

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Board Treasurer/ Finance

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Seek members for Finance Committee if needed.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the and the Chair to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

Specific Chair/Committee Liaison

Board Member – Music

- Attend all board meetings
- Serve on the Orchestra committee if one exists. If one doesn't exist, then be in contact with Orchestra director and keep board informed of special events and needs of the orchestra.
- Seek members for the Orchestra Committee if needed.
- Carry out special assignments as requested by the board
- Assist with the creation of new musical programs and implementation of new committees for said programs.
- Participate as a vital part of the board leadership

Board Member- Music

- Attend all board meetings
- Serve on the Musical committee if one exists. If one does not exist, then be in contact with the Choir Director or other program director and keep board informed of special events and needs of the orchestra.
- Seek members for the Music Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Specific Chair/Committee Liaison

Board Member – Community Relations

- Attend all board meetings
- Serve on the Publicity committee if one exists. If one doesn't exist, then be in contact with Publicity Coordinator and keep board informed of the needs of publicity.
- Monitor all publication sites to verify the integrity of the information contained. (FB, business site, city site, anywhere SCAC info is publicized.)
- Seek members for the Publicity Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Board Member – Community Relations

- Attend all board meetings
- Serve on the Sponsorship committee if one exists. If one doesn't exist, then be in contact with Sponsorship Coordinator and keep board informed of the needs of Sponsorship.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Specific Chair/Committee Liaison

Board Member- Community Relations

- Attend all board meetings
- Serve on the Fundraising committee if one exists. If one doesn't exist, then be in contact with Fundraising Coordinator and keep board informed of the needs of Fundraising.
- Seek members for the Fundraising Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Board Member- Community Relations

- Attend all board meetings
- Serve on the Donations committee if one exists. If one doesn't exist, then be in contact with Donations Coordinator and keep board informed of the needs of Donations.
- Seek members for the Donations Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Specific Chair/Committee Liaison

Board Member- Community Relations

- Attend all board meetings
- Serve on the Volunteer committee if one exists. If one doesn't exist, then be in contact with Volunteer Coordinator and keep board informed of the needs of Volunteers.
- Seek members for the Volunteer Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Board Member- Community Relations

- Attend all board meetings
- Serve on the Technology committee if one exists. If one doesn't exist, then be in contact with Web Designer for the SCAC and Syracuse City and keep board informed of the needs of Technology.
- Seek members for the Fundraising Committee if needed.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership

Specific Chair/Committee Liaison

Board Member- Theater

- Attend all board meetings.
- Seek members for the Theater Committee if needed.
- Recruit Theater Chair for the production year.
- Serve on the Theater committee and report on the status of productions.
- Carry out special assignments as requested by the board
- Participate as a vital part of the board leadership
- With the Theater Committee Chair, recommend musical production for the next performance year to the board.

Board Member- Theater

- Attend all board meetings
- Seek members for the Theater Development Committee if needed.
- Select Theater Development Committee Chair.
- Serve on the Theater Development committee and shall report on the status of new programs.
- Carry out special assignments as requested by the board.
- Participate as a vital part of the board leadership

The Most Important Role of a
Board Member in a Non-Profit is:



**ACTING AS AN
ENTHUSIASTIC
AMBASSADOR ON
BEHALF OF THE
SYRACUSE ARTS
COUNCIL!**