



## RESPONSIBILITIES For The Members Of The Board Of Directors

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### PURPOSE

The purpose of the Board of Directors is to act as the trustee of and on behalf of the organization and its assets. By exercising proper oversight, the Board ensures that the organization is well managed and is fiscally sound. The Board will advise, govern, oversee policy and direction, and lead the organization in ways that support its mission and needs while ensuring adequate financial and human resources.

### RESPONSIBILITIES

Responsibility is the state of being responsible, accountable, and / or answerable. The responsibilities of all members of the Board of Directors are to:

- Act on behalf of the organization's members.
- Provide leadership and strategic direction.
- Serve as guardian of the public trust.
- Ensure accountability to stakeholders.
- Oversee financial operations -- including adopting and overseeing the annual budget.
- Understand and review financial statements.
- Oversee audits.
- Oversee investments.
- Ensure adequate financial resources (fundraising and outreach).
- Ensure that the organization complies with all local, state and federal laws and regulations.
- Know the laws specific to the type of non-profit organization they run.
- Maintain the legal and ethical standing of the organization and its staff.
- Know penalties for overpaying key employees or insiders.
- Understand the threshold for lobbying and political activities.
- Make sound and informed decisions.
- Document actions.
- Formulate and oversee policies and procedures.
- Evaluate the performance of the organization.
- Evaluate the CEO.
- Promote the organization.
- Cultivate diversity and independence on the board and robust board member recruitment.
- Avoid conflicts of interest.
- Maintain consistency in filing disclosures.