

HANDOUT # 4

Individual Board Member Responsibilities (Source: BoardSource)

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's missions, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Ask timely and substantive questions at board and committee meetings
- Support the majority decision on issues decided by the board.
- Maintain confidentiality of the board's executive sessions
- Speak for the board or organization only when authorized by the board to do so
- Serve on committees and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Raise funds for the organization.
- 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 request of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing annual financial statements.