

Boston Cares Board of Directors Position Descriptions

1. Member, Board of Directors

Function: The Board of Directors shall have general power to control and manage the affairs and property of the Corporation in accordance with the purposes and limitations set forth in the Certificate of Incorporation. The Directors are responsible for the sustainability and growth of the organization, advancing its mission, and overseeing the general direction and performance of its Executive Director.

Elected By: Elected by majority vote of the Directors at a full meeting of the Board. Nominated by Board members.

Term length: Three years with a possibility of renewal

Resignation: In writing to the Chair (6 months' notice requested)

Termination: Directors may be removed by majority vote of the Board of Directors.

Responsibilities:

Ensure effective organization leadership

- Board Meetings: Attend at least 5 of the 6 of the Board's bimonthly meetings in person or by phone/videoconference.
- Advise the Executive Director and provide regular feedback and annual performance reviews of the Executive Director
- Committees: Serve on at least one Board Committee and actively participate in assigned committee activities
- Fiscal oversight: Provide broad fiscal oversight
- Actively participate in all board activities
- Contribute to annual Board self-assessment
- Follow Conflict of Interest, Confidentiality, Board Giving Policy, and all other organizational policies affecting the Board.

Develop Boston Cares

- Board Development: Assist in recruiting new Board members with an emphasis on increasing the overall diversity of the Board and outreach in the business and nonprofit communities
- Fund Development: Contribute an annual Board gift as noted in the Board Giving Policy; provide corporate referrals and introductions; reach out to personal and professional contacts throughout the year and in particular during the Annual Appeal
- Additional Resources: Where available and needed, provide resources to Boston Cares (consulting projects, accounting or legal services, etc.) through company or professional contacts
- Strategic Planning: Participating in periodic comprehensive strategic planning process
- Participate in the selection and annual review of the Executive Director

Promote Boston Cares' mission in the community

- Ambassadors: Serve as an ambassador for our mission to sponsors, foundations, and community partners and leverage networks to raise visibility and deepen our impact
- Special events: Attend the awards, and other events as appropriate