



Board Director Job Description

1. Review minutes and stay well informed regarding the organization's fiscal and program work.
2. Participate by being informed about the issues and understanding challenges of organization.
3. Review financial statements and ask questions as appropriate about financial stability of organization, providing oversight and responsibility.
4. Actively raise funds for the organization by direct contact with current and prospective donors, including personal friends and colleagues, with assistance from staff.
5. Make a personal annual donation to Imprints of Honor, that is separate from event attendance.
6. Attend and support annual book reception event and any special events.
7. Serve on one or more committees, providing professional expertise as appropriate. Committee meetings are held via Zoom.
8. Effectively represent the organization to the public and promote the Mission and Program; and enhance the public image of Imprints of Honor.
9. Complete Board orientation, attend annual strategic planning, and nine (9) monthly Board meetings. Three (3) consecutive meetings missed is a means for dismissal per Bylaws. Notify President and Executive Director if unable to attend at meeting. Expectations are to attend meetings in person. A select number of meetings will be held via Zoom.
10. Avoid conflict of interests, sign and abide by all Board Policies and Code of Conduct.
11. Direct all operational requests through the Executive Director, rather than making requests directly to staff.
12. Refrain from making personal requests that are outside the scope of Imprints of Honor business.
13. Suggest names of potential Board Directors to the Board Affairs Committee.
14. Review, select and vote to hire Executive Director from ad-hoc search and selection committee recommendations.
15. Mentor and provide support to Executive Director. Provide input to the Executive Committee for the annual performance review of the Executive Director.
16. Participate in evaluation of the Board's composition and performance on a regular basis.
17. Each Board Director is elected to serve a two (2) year term. Members may be re-elected to no more than two (2) additional, two (2) year terms as approved by the majority of the Board of Directors per Bylaws.
18. After serving six (6) consecutive years as a Director and/or Officer, an individual must vacate his/her position for at least one (1) year before seeking re-election to another Director and/or Officer term.