



CHC BOARD OF DIRECTORS EXPECTATIONS/JOB DESCRIPTION

Our Mission: To champion and sustain thriving, integrated neighborhoods in and around Columbia, Maryland.

The Role of the Board and its Members

The board of directors, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members have an obligation to uphold the standards of conduct set for them by the board and applicable laws.

The board is responsible for governing the organization by:

- Establishing the mission of the organization
- Determining how the organization carries out its mission through long-range and short-range planning and review
- Hiring, supervising, evaluating, and supporting the executive director
- Establishing policies that ensure best practices are followed
- Ensuring legal compliance
- Acquiring and maintaining resources
 - Adopting an annual budget
 - Providing ongoing fiscal oversight
 - Ensuring the organization has the financial resources necessary to carry out its mission
- Maintaining the board
 - Recruiting new members
 - Orienting and training board members
 - Developing board leadership to maintain continuity and institutional knowledge
 - Evaluating its own performance
- Providing oversight to ensure the organization is making progress in achieving its mission

Responsibilities of Individual Board Members include:

- Understanding and promoting the organization's mission
- Gaining a working knowledge of the organization's programs, services, and delivery models
- Being a working member of at least one board committee, workgroup, or project annually
- Advocating for the organization and supporting our other advocacy priorities
- Helping to educate the community about the organization's important mission and efforts
- Identifying and disclosing conflicts of interest, if any, for review by the board and/or avoiding conflicts of interest
- Offering to participate in board activities, if not asked, but have something to offer; since others may not be aware of the skill/interest.
- Asking questions
- Being respectful of differing opinions
- Being open-minded to diverse ideas

Reviewing board meeting materials before each meeting

- Actively participating in board meetings, annual board planning, fundraising activities, and other CHC-sponsored events

- Participating in annual board self-assessment
- Abide by all board policies and by-laws

Time Demands (approximate)

- Attend and actively participate in at least 75% of board meetings in a 12-month period.
 - Typically, there are 12 board meetings per year (held virtually via Zoom) on the 4th Thursday of the month from 9:30 – 11:00 am
- Participate in an orientation for new board members (first year only)
- Participation in one Committee/Project/Work Group: 1-5 hours per month or as needed
- Attendance at events (time varies): Attend two events per year
- Review of pre-board meeting materials: 1 hour per month

Financial and Resource Development Expectations

- Make an annual financial pledge to the organization commensurate with one's ability. The amount of the annual gift should be meaningful to you. 100% board participation is expected. This gift can be fulfilled at one time or over the course of the year. Current board giving ranges from \$300 to \$5,000 annually.
- Participating in resource development and fundraising:
 - Sell ten tickets to the organization's annual major fundraiser. Tickets are generally about \$100 each.
 - Recruit sponsors if possible (\$500 - \$5000)
 - Identify and assist in the cultivation of potential donors

Responsibilities of the Organization to Board Members

- Maintain Directors and Officers Insurance
- Send meeting materials promptly
- Be respectful of members' time
- Provide training and support