

BOARD MEMBER JOB DESCRIPTION

Approved by the Board of Directors on October 17, 2017

The mission of the Park County Senior Citizens Corporation is to promote the physical, intellectual and social well-being of seniors age 50 or older.

Responsibilities:

1. Approve the organization's mission and review management's performance in achieving it.
2. Responsible for strategic and long range planning. Annually assess the ever- changing environment and approve the organization's strategy to be responsive.
3. Fiscally responsible for the organization: Annually review and approve the organizations funding plans, financial goals and budget.
4. Establish agency policies.
5. Make attendance at board of director meetings a priority. Notify board chair of any necessary absences. May be removed from the Board of Directors for missing two or more meetings in a year.
6. Serve on at least one committee.
7. Propose a slate of prospective board members to current members and fill vacancies as needed.
8. Assist with membership recruitment as needed.
9. Make a personal donation at a meaningful level.
10. Assist with fundraising as deemed appropriate.
11. Promote organization to the community.

Organization:

1. Approve appropriate compensation and benefit policies and practices.
2. Elect, monitor, appraise, advise, stimulate, support, reward, and if deemed necessary or desirable, change top management. Regularly discuss with the chief executive matters that are of concern to that person or to the board.
3. Annually approve the performance review of the executive director and establish compensation based on recommendations of the executive committee and board chair.
4. Be assured that management succession is properly planned.
5. Be assured that the organizational strength and employee base can substantiate long- range goals.
6. Determine eligibility for, and appoint members to board committees in response to recommendations of the executive committee.
7. Annually review the performance of the board, (including its composition, organization, and responsibilities), and take steps to improve its performance.

Operations:

1. Review results achieved by management compared with the organization's mission and annual and long- range goals. Compare the organization's performance to that of similar institutions.
2. Implement strategic and work plans and lead change through the use of flexible and adaptive management.
3. Be certain that the financial structure of the organization will adequately support its current needs and long- range strategy.
4. Provide candid and constructive criticism, advice, and comments.
5. Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes in programs and services.
6. Provide oversight of building maintenance and infrastructure.

Audit:

1. Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
2. Ensure that published reports and the annually filing of the 990 properly reflect the operating results and financial condition of the organization.
3. Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the agency and is diligent in its administration and enforcement of those policies.

Other:

1. Time commitment required: Approximately 4 to 8 hours a month
2. Must be at least 18 years of age
3. Must represent a member organization or be a member in good standing of the Montana Nonprofit Association or other membership classification duly created by the Board of Directors