



Board of Directors Roles and Responsibilities

"Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission."
National Council of Nonprofits

Summary: This is a volunteer position providing the governance and oversight of Chop's Teen Club. While day-to-day operations are led by Chop's Teen Club's Executive Director, the Board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Board members are expected to support the organization's mission to provide a safe, fun and productive place where teens engage, connect and discover their true potential.

Representing the Organization: Board members may be asked, in coordination with the Board Chair and Executive Director to represent the organization in public forums and opportunities to enhance Chop's Teen Club's public image. Board members will attend activities and events sponsored by Chop's Teen Club whenever possible. Chop's Teen Club as an ambassador for the organization

Regularly Attend Board Meetings: Board members regularly attend meetings and committee meetings, stays informed of committee matters, reviews board packets and is prepared for meetings

Budget: Board members are responsible for approving Chop's Teen Club's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.

Events and Fundraising: Board members are expected to actively participate in Chop's Teen Club's community and fundraising events. This may include an individual commitment by board members. Chop's Teen Club expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board Development: Assist the Board Development Committee, Executive Director, Fund Development Manager and Board Chair in identifying and recruiting other board members. Additionally, support a commitment to a diverse board and staff that reflects the communities Chop's Teen Club serves.

Reviews and Works with the Executive Director (ED): Actively partners with the ED to ensure mission and goals are met. Hire, supervise and serve as advisor to the Executive Director as s/he develops and implements Chop's Teen Club's strategic plan. Assist in setting goals for the Executive Director and contribute to his/her annual performance evaluation.

Strategic Planning: Actively participates in the Strategic Planning process during the annual board retreat and throughout the year.

Avoidance of Conflicts of Interest: Board members are expected to avoid and disclose any potential personal and/or organizational conflicts of interest

Assessment of Performance: The Board reviews its own performance on an annual basis.