



Community Action Partnership of Lancaster and Saunders Counties

Responsibilities of the Board of Directors:

1. Set the mission, the vision and the strategic direction of Community Action.
2. Select, evaluate the performance, and support the Executive Director.
3. Manage resources effectively by providing financial oversight including approval of budget, review of regular financial statements, and implementation of financial oversight.
4. Ensure adequate resources for Community Action to fulfill its mission. This may include assisting with fundraising, seeking of in-kind donations, making a personal contribution to Community Action based, and/or participating in educational opportunities in the community.
5. Create and regularly review human resource, fiscal and program policies.
6. Maintain integrity and accountability by ensuring adherence to legal standards and ethical norms.
7. Ensure effective organizational planning through review of annual planning processes, ensure that programs are consistent with the mission and monitor the effectiveness of programming.
8. Assist in recruiting and orienting new board members and committee members consistent with the bylaws of Community Action.
9. Enhance the public standing of Community Action by promoting its mission and services and by representing the organization positively to constituents, the media and the public.
10. Regularly assess the performance of the board.
11. Provide oversight and review of specific programs such as Head Start as required by funding sources.

Responsibilities of Individual Board Members:

1. Maintain active attendance and participation in board meetings, committee meetings and special events. Prepare, as necessary, prior to meetings and events.
2. Be informed about Community Action's mission, services, policies and strategic plan.
3. Serve on committees and task forces based on individual interests, knowledge and availability of time.
4. Assist the board in carrying out its fiduciary responsibilities including program oversight as required by specific program funding sources
5. Assist with assuring that there are adequate resources for Community Action to fulfill its mission by assisting with fundraising, seeking in-kind donations, considering a personal contribution, and/or participating in educational presentations in the community.
6. Follow and enforce Community Action policies including the conflict-of-interest policy.
7. Represent Community Action at internal and public events as requested.
8. Inform others about Community Action; its services and accomplishments.
9. Successfully complete volunteer screening process.

I have reviewed and agree to uphold as summarized the responsibilities of the Board of Directors and my individual responsibilities as a member of the Board of Directors.

Signature _____

Date _____

Printed Name _____

Adopted 11/2012 BOD

Reviewed 11/24/2015 (no changes)