



SECRET HARBOR BOARD OF DIRECTORS Role Description

Responsible to: Chairperson, Secret Harbor Board of Directors

Term: Minimum three (3) years; may be re-elected for additional term(s)

Purpose: **Ensure agency remains focused on and able to deliver its mission by:**

- Providing policy and planning governance
- Approving an annual budget
- Guiding financial decisions beyond the President and Chief Executive Officer's scope of authority
- Providing personal and professional expertise
- Engaging others outside the agency in support of the agency's mission

Specific Duties:

- 1. Attend Monthly Board and scheduled sub-group meetings a minimum of 75% of the time**
 - Review agenda, provided documents and other relevant information in advance of meetings
 - Participate in discussions, deliberations and vote on proposed motions in the best interest of the organization's business and service goals
 - Lead or contribute to Board groups (committees, task forces, special projects, etc) and Secret Harbor events as requested.
 - Participate in strategic planning activities for the board and agency.
- 2. Actively participate on at least one Board standing committee**
 - Leverage background, expertise, and interests in areas where added value is most needed
- 3. Be an "Ambassador" of the organization to members of the community, donors and stakeholders**

- Be able to articulate the mission of Secret Harbor and become familiar with the agency's programs and philosophy
- Share with Board members and people outside the organization your individual reasons for committing to Secret Harbor and its mission
- Advocate for the agency with customers, donors, stakeholders, governmental bodies and others as requested.
- Seek out prospective supports and board members—individuals who may have interest, expertise or skills that would benefit the agency.

4. Be a partner in the Agency's fundraising, marketing and public relations efforts.

- Financially contribute to the agency on an annual basis at a level that is personally significant
- Recruit and refer donors, attendees at agency events
- Provide leadership in other areas to support the agency's fund-raising goals.

5. Monitor the agency's operation, budget, policies and programs in a governance capacity.

- Review financial and other reports provided in Board meetings and through other methods of communication.
- Participate in agency events whenever possible, in order to interact with staff, stakeholders and the community.

6. Employ, monitor and evaluate the performance of the Agency's President and Chief Executive Officer.

- Participate in supervision and evaluation processes as requested by the Board Chairperson/Executive Committee
- Participate in recruitment and selection process for this position when vacant.

***Disclosure of conflicts:* Board members who, individually or as part of a business or professional firm, are financially involved or have business interest in the assets, leases or business transactions of the Agency are required to disclose the relationship to the Board and may be excluded from votes taken with respect to such transactions or services (Per Agency Conflict of Interest Policy.)**