

BOARD OF DIRECTORS STATEMENT OF RESPONSIBILITIES

This statement serves as a job description and clarifies non-profit board responsibilities and authority. The Board of Directors is a group of volunteers legally responsible for making sure NISSA remains true to its mission, safeguards its assets, and operates in the public interest.

KEY RESPONSIBILITIES

Program Development

Although staff members and volunteers may suggest and implement events and programs within NISSA, it is the responsibility of the Board of Directors to develop each program to its full potential. This includes setting and reviewing NISSA's mission and goals; planning for NISSA's future (long and short range); deciding which services/programs NISSA will provide; evaluating NISSA's programs and operations on a regular basis.

Finances

The Board of Directors ensures financial accountability of NISSA. It oversees ongoing budget development, approval and review; allocates funds; pays employees; manages NISSA assets raises funds and/or ensures that adequate funds are raised to support NISSA's policies and programs; ensures that donors are appropriately acknowledged.

Organizational Operations

The Board of Directors ensures that NISSA's administrative systems, organizational and legal structure are adequate and appropriate. It ensures that the Board fulfills its governance responsibility; its members meet all applicable legal requirements; and that it provides direction to NISSA's committees and board officers.

Human Resources

The Board of Directors establishes and monitors NISSA personnel policies, including salary, benefits, grievance and dismissal procedures. It selects the Executive Director, determines compensation for, and regularly evaluates the performance of that position.

Community Relations

The Board of Directors ensures that NISSA program and services appropriately address community and client needs and that those services and programs are marketed. It promotes NISSA to the public, represents NISSA, and supports cooperative action between NISSA and other organizations.

BOARD OF DIRECTORS STATEMENT OF RESPONSIBILITIES

INDIVIDUAL RESPONSIBILITY

Commit to a two-year board term

Understand NISSA mission, programs, fiscal structure and history

Keep informed about the trends in NISSA's area of service and societal changes that may affect its operations.

Contribute financially to NISSA to the extent possible.

Attend the nine telephone and two in-person board meetings each year.

Require sufficient information prior to voting.

Avoid conflict of interest by disclosing potential conflicts and remove yourself from debate, discussion or voting on matters related to that conflict.

Participate on at least one of three standing NISSA committees (made up of board and non-board volunteers): Fund Raising, Board Development, and Program.

After serving one year on the board, be willing to stand for an office (1-year term)

Volunteer for activities where board representation is needed such as fund raising and education events.

Review and respond to NISSA strategic planning, policy, and procedures.

Recruit volunteers for specific NISSA activities

Participate in annual recruitment of new board members