

# **COLTS YOUTH ORGANIZATION**

## **BOARD MEMBER RESPONSIBILITIES**

- Attend all board and committee meetings and functions
- The board of directors holds approximately ten formal meetings a year. Board members are generally expected to attend at least seven meetings
- If a board member cannot attend in person they may participate on occasion via telephone
- Attend as many special events and programs in the community as possible
- Be informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees and offer to take on special assignments
- Make a personal financial contribution to the organization
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict-of-interest and confidentiality policies
- Refrain from making special requests of the staff that are potentially inappropriately self-serving in nature
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements