



## **Macedonia FACE Board Member Job Description**

I, \_\_\_\_\_ understand that as a member of the Board of Directors of Macedonia Family and Community Enrichment Center, Inc., I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 80% of board meetings, committee meetings, and special events.
3. Each year I will make a personal financial contribution at the level identified by the Governance Committee.
4. I will actively participate in the fundraising activities.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about the business of the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals.
8. If I do not fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.
9. I will serve actively on at least one board committee.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, financial reports and an update of organizational activities that allow me to meet fiduciary responsibility standards.

2. Opportunities will be offered to me to discuss with the Chief Executive Officer Board President to stay abreast of the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the Chief Executive Officer will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
4. If the organization does not fulfill its commitments to me, I can call on the Board President and Chief Executive Officer to discuss the organization's responsibilities to me.