

Seattle Out and Proud Role Descriptions 2009



Board Members

- Attend all board and committee meetings and participate actively. Be attentive during meetings. Come prepared to participate in discussions and make decisions. Review the agenda and any supporting materials prior to the start of the meeting and make notes. Ask questions.
- Participate responsibly in board and committee meetings. Know the basic operation of the parliamentary authority used by your organization. Respect your fellow board members and their time. Keep to the agenda and avoid digressions that do not move the organization forward.
- Support the decisions of the board. Once a decision has been made, it is the decision of the board. Question it in private with the board if you must but support the decision that is made before the volunteers and the public.
- Learn about the organization – its mission, strategic plan, programs, policies, operations, finances, challenges and opportunities. Read the articles of incorporation and bylaws.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and is accountable to complete assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization.
- Accept the non-governance responsibilities that come with service on the board – attend social and other functions sponsored by the organization when your schedule allows, communicate with others about the work of the organization, and show your support for the organization when talking with others.
- Follow all conflict of interest and confidentiality policies of the organization. Err on the side of reporting even potential conflicts.
- Do not take on more responsibility than you can reasonably handle given your employment, family and other social and volunteer commitments. You will be a more effective volunteer if you do one or two assignments well and do not spread yourself too thin.
- Be financially literate. Be able to read and understand the financial reports used by your organization. Know the organization's financial situation.
- Understand the budget in terms of the dollars but also how the funds are being allocated.
- Accountable to manage committee's / Board's budget.