

## **GIRL SCOUTS OF CENTRAL INDIANA, INC.**

### **BOARD MEMBER'S JOB DESCRIPTION**

<b><u>TITLE:</u></b>	Board Member
<b><u>RESPONSIBLE TO:</u></b>	Chair, Board of Directors
<b><u>JOB DESCRIPTION:</u></b>	The board of directors serves the constituents of the organization by ensuring there is competent leadership and adequate resources available to accomplish the mission of Girl Scouts of Central Indiana.
<b><u>TERM:</u></b>	Three years unless the member is completing an unexpired term.

#### **JOB REQUIREMENTS – SPECIFICALLY, MEMBERS MUST:**

- Be prepared to contribute their time, money and other resources. Directors should be prepared to contribute financially to the work of the organization or find individuals who are willing to contribute. In addition, directors should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc) to further the aims of the organization.
- Participate fully on board committees as assigned. This means attend the meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand. Committee meetings are the place where key issues are discussed, analyzed and resolved. Recommendations for board action are formulated at the committee level.
- Recruit, hire, and evaluate the work of the chief executive officer. The chief executive officer is the employee of the board and as such is required to implement policy. It is not the job of the board to engage in the management of day to day operations.
- Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization. This requires an informed board member.
- Ensure compliance with regulations and accrediting bodies.
- Approve the budget.
- Report to the chair of the board of directors. Individual agendas must be subordinate to the aims of the organization. Acting out of self interest is to be discouraged.
- Keep discussions and reports confidential.
- Provide input into the strategic plan and monitor the organization's progress towards achieving established goals.