



ILRC Board Member Job Description

Title: Member, ILRC Board of Directors

Reports to: Board President

Purpose: To serve the board as a voting member; to develop policies, procedures and regulations for the operation of ILRC; to monitor finances of the organization, its programs and performance.

Expected Meeting Attendance:

- ✓ Regularly attend meetings as scheduled (12 per year)
- ✓ Attend standing committee meetings if a member (as needed)
- ✓ Participate as an ad hoc committee member if appointed
- ✓ Attend board retreats, in-service workshops and other board development activities
- ✓ Attend and participate in special events as needed

Obligations of the Board:

- ✓ Establish policy
- ✓ Hire, supervise, and evaluate the Executive Director
- ✓ Participate in Fund Raising projects
- ✓ Monitor finances
- ✓ Maintain and update long-range plans

Specific Duties:

- ✓ Attend meetings and show commitment to board activities
- ✓ Be well-informed on issues and agenda items in advance of meetings
- ✓ Contribute skills, knowledge and experience when appropriate
- ✓ Listen respectfully to other points of view
- ✓ Participate in organizational decision-making
- ✓ Financially support the organization
- ✓ Assume leadership roles in all board activities, including fundraising
- ✓ Represent the organization to the public and private industry
- ✓ Educate yourself about the needs of the people served and services provided by ILRC

Board Member Signature /Date

Board President Signature/Date