



## Board Member Job Description

**Function:** To serve as a member of the Board of Directors of The Needmor Fund and exercise the powers of the Trust, conduct its affairs, and control its property except as otherwise provided in the Trust Agreement, any amendments thereto, or Ohio law.

### Responsibilities:

1. Ensure that the public and charitable role of the Fund will be carried out in a way that is most beneficial to the community and consistent with the mission and purpose of the Fund through policy review, examination of past experience, and looking to new opportunities;
2. Determine the organization's mission and purpose, within the parameters of the Trust Instrument;
3. Develop policies and procedures consistent with these responsibilities.
4. Help formulate long-range plans and carry out educational programs to give direction and dimension to the Fund;
5. Serve as an ambassador for the Fund;
6. Hire, serve as counsel and support to, regularly evaluate the performance of, and dismiss, when necessary, an Executive Director;
7. Review and approve the budget and ensure that the Fund's assets are managed effectively, as recommended and presented by the Finance Committee;
8. Approve grant awards;
9. Participate in annual board assessment activities;
10. Participate in succession planning and leadership development of future Board members, both family and civic;
11. Report any concerns or conflicts arising from Board member actions to the Chair of the Board.
12. Be familiar with the content of our website, periodic e-newsletter, and other social media accounts.

### Expectations:

1. Participate in all Board meetings, including planning retreats, and committee meetings as assigned;
2. Be prepared for Board and committee meetings; receive and read materials pertaining to Board meeting discussions;
3. Make a commitment to participate in two site visits during each three-year term;
4. Make every effort to be responsive to the office and others regarding Board business.

5. No member or officer of the Board of Directors of the Fund shall receive any compensation for his/her service as an officer or member of the Board, with the exception of reimbursements for allowable costs incurred in conducting his/her duties related to the Fund.
6. Keep the private information of the Fund confidential, such as contact information for Board and family members, or information received from a potential grantee in the course of its consideration.
7. Declare any conflict of Interest you may have with a potential grantee or business Needmor is considering partnering with.
8. Be reimbursed for reasonable, ordinary and necessary business expenses incurred on behalf of and for the benefit of the Fund.

### **Practices:**

Open, honest and clear communication. Maintain active, respectful dialogue to clarify issues and dispel confusion. Be sensitive to the perspective of an audience, aware of your own and others' biases, and open to disagreement and constructive criticism. Mindfully address and resolve conflicts in a direct and professional manner.

Humility, mutual respect and attention to relationships. Recognize that the best work comes from people working collaboratively, which requires being responsible and accountable to each other. Respect and acknowledge the talents, time, and effort contributed by each of our working partners.

Continual reflection and learning. Recognize our experiences as a Board and as individuals are invaluable. Ground your willingness to take risks and encourage innovation in careful deliberation, evaluation and examination.

Flexibility and responsiveness. Strive to understand, accept and respond to changes in each other, the field of community organizing and society.

### **Term of Service:**

Commitment as a Board of Director will be for three years, to commence immediately following the annual meeting in which they were voted onto the board, and ending immediately following the annual meeting of their third year of service. A maximum of three consecutive terms may be served.