

Board Member Job Description

Community Action of Laramie County

1. Attend board meetings consistently. If you are unable to attend notify the office in advance of the meeting.
2. Participate actively in at least one committee.
3. Prepare for board meetings, including reviewing materials shared in advance and noting questions or concerns for the upcoming discussion.
4. Adhere to legal board duties, including:
 - a) Disclosing all potential or actual conflicts of interest.
 - b) Maintaining strict confidentiality related to all personnel, client, legal or other sensitive issues that come before the Board of Directors.
 - c) Comply with all board policies, regulatory requirements and pertinent laws.
 - d) Provide fiduciary oversight, including careful review of fiscal and program reporting.
5. Respect established channels of communication.
6. Consider all board decisions carefully and vote independently.
7. On any formal board action, vote “no” if you are not certain that it is the best course of action for the organization, and abstain if you have a conflict of interest. Make sure these actions are recorded.
8. Support all actions of the board, even if you have voted against them. If you cannot support the action, resign from the board in writing.
9. Participate in activities that promote the Agency, including fundraising events and community relations campaigns.
10. Donate to the organization at a level that is personally meaningful, including your time, money or both.
11. Regularly review all material in your Board Manual.
12. Support your fellow board members in creating a productive, diligent and cooperative culture of board operations.
13. Make your skills and experience known and contribute them generously.