**HAVEN of Tioga County  
Board of Director Member Job Description**

Members of the HAVEN of Tioga County board of directors are trustees who act on behalf of our organization’s constituents, including service recipients, funders, members, the government and taxpayers.

Individual members of the board are required to:

* Attend all board and committee meetings and functions, such as special events
* Stay informed about the organization’s mission, services, policies and programs
* Review agenda and supporting materials prior to board and committee meetings
* Serve on committees or task forces and offer to take on special assignments
* Make a personal financial contribution to the organization as is appropriate for your family circumstance
* Inform others about the organization
* Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
* Keep up-to-date on developments in the organization’s field
* Follow conflict of interest and confidentiality policies
* Refrain from making special requests of the staff
* Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements

The board of directors should be open to self-evaluation and regularly review their own composition to ensure the constituent representation, board expertise and commitment. Board members also are responsible for evaluating and determining compensation for the executive director. Board members perform their responsibilities through regular meetings and a committee structure that is appropriate for the size of the board and organization. Board members are responsible for arriving at meetings well-prepared and ready to engage in thoughtful dialogue.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to fulfill the above responsibilities to the best of my abilities.

Witnessed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_