



## **The Literacy Project Board Member Job Description**

**Summary:** The three primary roles of The Literacy Project Board of Directors include establishing mission and direction, ensuring the necessary resources of funds and leadership to implement the mission, and providing legal and fiduciary oversight.

### **Responsibilities:**

Board Members are responsible for:

- Policy development and approval;
- Financial oversight;
- Strategic planning;
- Ensuring adequate financial resources;
- Hiring, supervising, and conducting an annual assessment of the Executive Director.

### **Organization:**

- Propose a slate of prospective board members to current members and fill vacancies as needed.
- Determine eligibility for, and appoint members to board committees in response to recommendations of the executive committee.
- Evaluate the effectiveness as a governing body and as representatives of the community in upholding the public interest served by the organization.
- Annually conduct a performance review of the Executive Director and establish compensation based on industry standards and his/her performance.
- Engage in short-term and long-term succession planning for the Executive Director, board members, and key staff to ensure strong leadership and accountability.

### **Operations:**

- Actively lead and engage in periodic review and revision of the strategic plan for the organization, establish goals and objectives in key areas to move the organization forward.

- Hold itself and the organization accountable to the strategic priorities, goals and objectives.
- Review results achieved by management compared with the organization's mission and annual and long-range goals.
- Be certain that the financial structure of the organization will adequately support its current needs and long-range strategy.
- Provide candid and constructive criticism, advice and comments.
- Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes in programs and services.

**Audit:**

- Ensure that the organization has adequate resources to carry out its mission.
- Ensure that activities and expenses align with mission focus.
- Ensure that the board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure that published reports properly reflect the operating results and financial condition of the agency.
- Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the agency and is diligent in its administration and enforcement of those policies.
- Appoint independent auditors subject to approval by board members.
- Review compliance with relevant material laws affecting the organization and its programs and operations.

**Individual Board Member Responsibilities:**

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Ensure external sources of funds and give financially to the organization.
- Fundraise on behalf of The Literacy Project and inform others about 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 annual financial statements.