



Roles and Responsibilities of the Futurewise Board as a Whole – 2019

- 1)** Determine the organization’s mission and purpose via the strategic plan
- 2)** Select and supervise the Executive Director, ensuring that individual has the moral and professional support necessary to further the goals of the organization, and annually assess their performance
- 3)** Provide proper financial oversight, including developing an annual budget, and ensuring that proper financial controls are in place
- 4)** Ensure the legal and ethical integrity of the organization, and maintain accountability. The board is ultimately responsible for adherence to legal standards and ethical norms.
- 5)** Ensure effective organizational planning, actively participating in the overall planning process and assisting in implementing and monitoring the plan’s goals.
- 6)** Support fundraising efforts, including maintaining a personal network of individuals and/or organizations that will step up to attend and support Futurewise events (see “find nine friends” in the board contract)
- 7)** Recruit and orient new board members, and periodically assess the board’s performance.
- 8)** Enhance the organization’s public standing, clearly articulating the organization’s mission, accomplishments, and goals to the public and garnering support from the community.
- 9)** Determine, monitor and strengthen the organization’s programs and services, making sure they are consistent with the mission and monitoring their effectiveness.



Futurewise Board Member Job Description

- Enhance the mission of the organization
- Learn – and carry out – the legal responsibilities of the board
- Learn enough about the organization to portray it accurately
- Attend board meetings, retreats and special events
- Participate in board meetings
- Play a leadership or support role in a committee or task force
- Make an annual personal financial gift according to your means
- Assist with fundraising in an appropriate and comfortable manner, including maintaining a personal network that will step up to attend and support your board service
- Serve as an ambassador between the organization and the community
- Communicate clearly and respectfully, and support the decisions of the full board
- Inform the Executive Director about opportunities and/or concerns in the community
- Fulfill commitments on time

What Board Members Can Expect from the Organization

- Clear and reasonable expectations about Board member participation and contributions
- Consistent, timely communication from staff
- Access to information needed about the organization
- Training, encouragement and strategic advice to carry out tasks