



Board Job Description 2023-2024

Board members provide strategic leadership, governance, and oversight. The primary purpose of the Board is to ensure APANO CUF is on track with our organizational goals, crafting policies in support of these goals, hiring/firing/evaluating the Co-Executive Directors, and approving the annual c3 budget and monitoring the financial health of the organization. Day to day management and operations are led by our Co-Executive Director team.

Tentative 2023-24 Meeting Dates

(Meetings @ APANO / via Zoom or Google Meet, 9a-Noon, unless otherwise indicated)

1. Board Meeting: August 12, 2023 9a-Noon
2. Board Meeting: October 14, 2023 9a-Noon
3. Board Meeting: December 9, 2023 9a-Noon
4. Board Meeting: February 10, 2024 9a-Noon
5. Board Meeting: April 13, 2024 9a-Noon
6. Board Meeting: June 18, 2024 9a-Noon

Nominating Committee TBD
Development Committee TBD
Finance Committee TBD
Executive Committee TBD

Print Name _____

Member signature

Date

Chair signature

Date



Leadership, governance, and oversight

What board members provide	What board members can expect in return
1. I will learn about the organization’s mission and programs, and be able to describe them accurately.	1. The organization will provide me with relevant materials and education including a theory of change, annual workplan and staff reports.
2. I understand that the board meets minimally 6 times per year: including one day-long retreat with the staff. I will do my best to attend 100% of meetings, with the understanding that 2 consecutive absences without prior communication will be considered resignation from the board.	2. I expect that board meetings will be scheduled in advance, well run and productive, with a focus on decision-making and not merely reporting. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least two weeks in advance.
3. I accept fiduciary responsibility for the organization and will oversee its financial health and integrity. I will disclose any conflicts of interest, and review the financial statements and organization's 990.	3. I expect timely, accurate, and complete financial statements to be distributed at least quarterly, one week in advance of the relevant board meeting. I also expect to be trained to read and interpret these financial statements.
4. I will provide oversight to ensure that our programs run effectively. I will ask questions to increase my understanding and ability to communicate publicly about our programs. I will communicate concerns directly to the Executive Director.	4. I expect regular staff and program reports, activity updates, press clippings, etc.
5. I accept ethical responsibility and will help to hold fellow board members, the Co-Executive Directors, and the full staff to professional standards and organizational expectations.	5. The organization will provide me with relevant training and written expectations (i.e. Board-ED communication guidelines).
6. I will serve as an ambassador to the community to educate others and promote our work.	6. I will request materials and training (public speaking, etc.) if needed to do this job effectively.
7. I commit to increasing my skills as a board member.	7. The organization will provide me with appropriate training opportunities and support.
8. I will participate in fundraising to ensure that our organization has the resources it needs to meet its mission. I commit to making a personal donation that is meaningful to me (suggested \$250+/year) and set personal goals for supporting APANO CUF’s fundraising efforts.	8. I will be provided with materials, and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge in monthly or quarterly installments if I so choose.
9. I will participate in, and provide leadership (i.e. co-chair) for at least one APANO CUF committee (i.e. that meets monthly or bi-monthly).	9. I will be provided with information, and support in making an appropriate decision. I will be aware of the level of volunteer commitment required, and staff support available.
10. I will evaluate the performance of the Executive Director through the appropriate process set forth by the board.	10. This evaluation will be based on goals and expectations developed jointly by the board and the Executive Director.