



SNAG Board of Directors Roles and Responsibilities

Role of the Board (revised 2023)

1. **Determine mission and vision.** It is the board's responsibility to create and review a statement of mission and vision that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position. Boards must reach consensus on the Director's job and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The Board provides ethical and professional support to the Director in support of advancing the goals of the organization. The Board, in partnership with the Director, should conduct an annual performance evaluation and develop annual performance goals for the organization.
4. **Maintain and nurture a competent, inclusive, and diverse board.** The Board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate the Board's performance
5. **Ensure effective planning and implementation through strategic planning.** The Board must actively participate with the staff in an overall strategic planning process, set strategic priorities, and assist in implementing and monitoring the plan's goals.
6. **Determine, monitor, and strengthen the organization's programs.** The Board and the Director determine which programs are the most consistent with the organization's mission/vision, encourage internal and external cooperation and collaboration, and monitor programs' effectiveness, quality, and impact.
7. **Provide proper financial oversight.** The Board, in order to remain accountable to its donors and the public, and to safeguard its tax-exempt status, assists in developing the annual budget and ensures that proper financial compliance, controls, and planning are in place and used.
8. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission/vision.
9. **Ensure legal and ethical integrity.** The Board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public image and standing.** The Board promotes the organization's mission, accomplishments, and goals to the public and garners support from the community through advocacy.



Responsibilities of Individual Board Members

Policies, Procedures and Programs

- Be informed about SNAG's mission, vision, services, policies, and programs.
- Follow conflict-of-interest, confidentiality, and ethics policies.
- Respect the established lines of communication and refrain from making adhoc requests of the staff.

Participation and Productivity

- Attend and actively contribute to at least 75% of board meetings.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on and be active in committees, task forces, and/or special project groups.
- Spend at least 10 hours a month supporting the work of the board.
- Check email regularly and respond within 24 hours.
- Responsible for reporting on the activities of the committees to the full board during the monthly board meetings, either in person or in a prepared written report.
- Contribute to a culture of collaboration with sensitive communication, acceptance of and engagement with differing viewpoints, and shared investment in the health and vitality of SNAG.
- Invest in developing new skills, such as in cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, understanding financial statements, and learning more about the substantive program areas of the organization.

Advocacy

- Advocate for the organization and act as an ambassador for the organization.
- Actively engage with SNAG members.
- Recruit new members and support retention of existing members.
- Suggest possible nominees to serve on the board who bring diverse experience and backgrounds and will make significant contributions to the work of the board and the organization.
- Attend and volunteer at as many conferences, special events, and programs as is feasible.

Finances and Fundraising

- Assist the board in carrying out its fiduciary responsibilities.
- Participate in fundraising both as an individual and as a group.
- Make a personal contribution to the organization that supports the health of the organization. This includes the time invested as a board member, contributing to programs and initiatives that generate revenue, as well as reasonable personal financial contributions.
- Be a GEM contributor at a level comfortable to you (donations remain confidential).