

## BOARD OF DIRECTORS RESPONSIBILITIES

- The board reviews the adequacy, accuracy, and validity of the organization's written mission statement.
- The board should establish clear objectives for the position, clarify its own functions as distinct from those of the Executive Director, and provide a clear job description.
- The board provides moral and substantive support for the Executive Director and evaluates his/her performance annually.
- Board members must be extensively involved in the yearly operational planning and the longer-term strategic planning process to ensure the support of and commitment to the organization's plans.
- The board ensures adequate resources; fund raising is an essential component of providing adequate resources.
- The board manages resources effectively through the development and approval of the annual budget. The Finance Committee will make recommendations to the board but is not solely responsible for the organization's fiscal management.
- The board decides among competing priorities to best fulfill the organization's stated mission and purposes, seeking to assure balance between quality and cost-effectiveness.
- The board serves as a link between the organization's staff and its constituents and the public, working to enhance the organization's public image. Timely, informative and coordinated communication through the media and to public and professional groups is essential. The normal channel for such communication is the Executive Director through the Trauma Recovery/HAP Office.
- The board examines its membership and composition, membership selection process, structure and overall performance, using a Board Development Committee to lead these activities.