



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Board Member Job Description

Responsible To: Chair, Branch Board of Managers

Term: Three Years (unless serving by special appointment or to fill in an unexpired term)

- May be re-elected

Purpose: To enable the YMCA to accomplish its goals by: enacting policies and plans, deciding issues; seeing that it has the resources (funding) to conduct its work; representing the organization in the community; monitoring activity, assessing results and taking corrective action to ensure attainment of desired outcomes.

Qualifications: Board members are chosen for their individual attributes including character, capacity for leadership, expertise, professional experience, fund raising ability and community influence. Among the most desirable functions are:

1. Enthusiasm for the YMCA and conviction to its purpose.
2. Interest in people, their problems and their potential.
3. Demonstrated interest in community service.
4. Willingness to give time, effort and resources to the work of the YMCA.
5. Ability to command community confidence and respect.
6. Ability to represent the community, interpret community needs and views on important issues.
7. Able to assess important information and make sound decisions.
8. Courage to state one's view on important issues.
9. Willingness to accept and support decisions democratically made.
10. Unquestionable personal character.
11. High standing among men and women of his or her profession/business, a respected citizen of the community.
12. Ability to deal openly and directly with staff and other board members when displeased.

Functions of the Board:

1. Formulate and approve strategic and tactical goals.
2. Formulate and adopt policies and operating procedures.
3. Works with the Association line officer to select, employ and provide periodic performance appraisals, salary reviews and if necessary, dismiss the executive.
4. Develop financial resources for achieving goals.
5. Adopt and monitor the branch-operating budget, fiscal management procedures and risk management program.
6. Monitor the achievement of goals and objectives.
7. Protect and preserve the physical assets of the branch by adopting sound maintenance policies and by monitoring facility and equipment maintenance activity.
8. Help form linkages with other community organizations.
9. Interpret the organizations work to the community and actively work to promote it.

Specific Duties: The role of an individual board member may be summarized as making policy and planning decisions, taking responsibility for financing them, monitoring the implementation and evaluating their results. Specific responsibilities include:

1. Attendance at monthly board meetings.
2. Become informed of agenda items in advance of meetings.
3. Ask discerning questions, constructively participate in deliberations and vote according to your convictions.
4. Serve actively on the board (committees when appropriate and as needed)
5. Help in an area where your background and interests will be of greatest value.
6. Assume leadership position in the Annual Campaign. Suggest Annual Fundraising goal is \$3500.
7. Make a financial contribution to the Annual Campaign. Suggested annual giving amount \$1,000.
8. Develop an understanding of the YMCA- its purpose, goals, objectives, programs, procedures and believe in them. (Support and help staff, volunteer when needed)
9. Make decisions on issues, policies, goals and objectives based on careful consideration of the facts and all relevant data.
10. Keep informed and know what's going on in the organization, never hesitate to ask questions or request information.
11. Interpret the YMCA's work to the community, be a YMCA spokesperson and represent the YMCA in the community.