



## **ACCESS BOARD JOB DESCRIPTION**

### **Philosophy**

The ACCESS Board of Directors is a policy driven board providing the following functions:

- Establishing the guiding principles (Mission, Vision and Core Values) and strategic vision and policy for the organization;
- Monitoring compliance with these guiding principles and policies within the organization;
- Ensuring that staff and board alike are held accountable for their performance;
- Acting as community and public advocates for the goals and objectives of ACCESS and the community it serves.

### **Duties**

The ACCESS Board of Directors is keenly aware of the legal and moral duties with which we were entrusted upon our election. To fulfill this trust each board member must comply with certain basic duties. These minimally include:

- Duty of Care: Making informed decisions, being attentive, diligent and thoughtful in considering and acting on a policy or course of action; active preparation for and participation in board meetings are essential.
- Duty of Loyalty: Act in good faith to advance the goals and interests of ACCESS both within board meetings and in public; advocate and ensure the organizations integrity and image in the public eye. Board members must publicly support decisions made by the organization and refrain from exposing the organization to disrespect; even though a board member may disagree with a particular decision, action or policy. Similarly, if a conflict of interest arises between the personal interests of a board member and an action under consideration by the board, said board member should abstain from participation and discussion and voting on that action.
- Duty of Obedience: Respecting and abiding by applicable laws, rules and regulations as well as honoring the by-laws, mission, vision, core values and policies of ACCESS.

All ACCESS Board members are obligated to honor these standards.

## **Core Responsibilities of the Board**

It shall be the ACCESS Board of Directors core responsibility to:

1. Define the mission, vision and core values of ACCESS.
2. Establish the strategic direction of ACCESS, consistent with its mission and core values.
3. Select and appoint the Executive Director of ACCESS, and oversee the resources and professional staffing to perform the work of the organization.
4. Ensure the credibility of ACCESS in its financial integrity by ensuring compliance with established rules and regulations.
5. Establish and develop effective review processes for the organization, its Executive Director and its board.
6. Serve as ambassadors who build relationships and good will; act as sponsors and representatives who advocate on behalf of the organization; serve as trusted advisors and consultants who offer guidance and serve as sounding boards for the chief executive and staff.
7. Support the mission of ACCESS committing personal charitable and philanthropic resources to ACCESS, as well as securing the charitable and philanthropic resources of those within the board member's sphere of influence.
8. Accept fiduciary responsibility to treat the resources of ACCESS as a trust, and ensure that these resources are used in reasonable, appropriate and legally accountable manner.