

Triangle Community Center Board Roles & Responsibilities

Set Policy to Ensure Public Trust

1. Planning
2. Approve the Budget
3. Legal Compliance
4. Keeping the Mission

Make Sure There is Money for the Policy

1. No unfunded mandates
2. Monitor the monthly finances versus the budget
3. Set an example for others through fundraising and giving

Replace Yourself

1. Identify potential members
2. Recruit members
3. Mentor new members
4. Evaluate the Board
5. Board Leadership (Chair)

Serve as an Ambassador

1. Represent the community stakeholders
2. Build the resources of the center (set an example)
3. Build connections for the center
4. Be in the community

Board Functions

Financial Management

1. Financial reports
2. Annual budget
3. Annual audit or review
4. Compliance with law

Program

1. Programs fit within the mission

Planning

1. Clear vision
2. Strategic planning
3. Mission review

Resource Development

1. Contribute
2. Fundraise
3. Create/approve a development plan
4. Monitor fundraising goals

Human Resource Management

1. Create Job Description for Executive Director
2. Hire the Executive Director
3. Annual review of the Executive Director
4. Establish affirmative action plan
5. Ensure compliance with employment laws

Marketing

1. Create/approve a marketing plan
2. Be informed of center programs
3. Promote programs
4. Understand center constituency

Board Affairs

1. Board continuity
2. Bylaws
3. Board Evaluation
4. Board leadership development