

## **Board Member Job Description**

### **Responsibilities**

- Attend board meetings and functions such as special events.
- Be informed of the mission, vision, services, programs, and policies of BIAA.
- Be prepared for each board meeting by reviewing the board materials prior to the meeting.
- Ensure financial accountability of the organization.
- Ensure that the organization and its board members meet all applicable legal requirements.
- Oversee ongoing process of budget development, approval and routine review.
- Ensure adequate funds are raised to support the organization's policies and programs.
- Make an annual financial contribution to the organization.
- Participate on board committees or task forces.
- Develop, monitor, and evaluate the organization's strategic plan.
- Ensure that the organization's programs and services appropriately address constituent needs.
- Sign the conflict of interest and confidentiality policies.
- Bring names of individuals who should be considered for the board of directors.
- Willingness to expand knowledge of board responsibilities through board training opportunities.
- Assist in promoting the organization throughout the year.

### **Meeting Frequency**

The Board of Directors has four board meetings per year at the association's corporate offices. Special board meetings may be called when necessary.

### **Time Commitment**

- Preparation and review of board materials per meeting 2-4 hours----(4) regular board meetings = 8-12 hours per year.
- Each board meeting lasts between 6-7 hours-----(4) regular board meetings = 24-28 hours per year.
- At least one day of board training = 6-12 hours per year.

### **Committee/Task Force Membership**

Each board member will be asked to serve on a board committee or task force. Time requirements vary for the various committees/task forces. Specific time requirements and responsibilities will be provided prior to the board member accepting the committee/task force position.

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