

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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