Board of Directors Job Description

Participating as a board member requires engagement. The Board will support the work of BIAA and provide mission-based leadership and strategic governance. While day-to-day operations are led by the chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Mission/Vision/Strategy
1- Develop and monitor the organizational mission and vision, and be aware of the services, programs, and policies of BIAA.
2- Ensure that the organization and its board members meet all applicable legal requirements.
3- Develop, monitor, and evaluate the organization’s strategic plan.
4- Ensure that the organization’s programs and services appropriately address constituent needs.

Engagement
1- Directors are encouraged to attend board meetings and functions in person, and must attend at least one in person annually.
2- Be prepared for each board meeting by reviewing the board materials prior to the meeting.
3- Participate on board committees or task forces.
4- Sign the conflict of interest and confidentiality policies.
5- Bring names of individuals who should be considered for the board of directors.
6- Willingness to expand knowledge of board responsibilities through board training opportunities.
7- Assist in promoting the organization throughout the year.
8- Adhere to the duties of care, loyalty, and obedience.

Financial support
1- Ensure financial accountability of the organization.
2- Oversee ongoing process of budget development, approval and routine review.
3- Monitor the adequacy of funds to support the organization’s policies and programs.
4- Make an annual financial contribution to the organization.
5- Help and participate in raising funds in any way you are able, including, but not limited to, contributing ideas, contacts, and acting as an ambassador.

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