

Job Description: NESEA Board of Directors Member

Position Title: Member of the NESEA Board of Directors
Length of Term: Three years
Reports To: Entire NESEA Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Adopts an annual budget and provides fiscal oversight
2. Ensures that the organization has adequate financial resources to fulfill its mission
3. Evaluates overall performance of the organization in achieving the mission
4. Hires and evaluates the performance of the Executive Director
5. Establishes policies for the effective management of the organization
6. Provides guidance to the Executive Director by establishing organizational priorities
7. Recruits and develops prospective board members

Functional Expectations

- Understand and espouse the organization's [mission and vision](#)
- Be familiar with the organization's programs, policies, and operations
- Participate in board meetings and appropriate committee meeting (see below)
- Actively serve on at least one Board committee
- Review agenda and supporting documents prior to meetings
- Make a personal general fundraising contribution to NESEA commensurate with ability annually
- Understand and uphold the organization's [bylaws](#) and [governance policies](#)
- Act as an ambassador for NESEA and its programs

Time Expectations:

- 9 video calls: Attend and actively participate in at least 7 of the 9 monthly video calls (first Thursday of the month, 9-10 am, except during months with an in-person meeting)
- 3 in-person meetings: Actively attend and participate in in-person meetings
 - 1-day meeting in the fall, 1-day meeting in the winter (approx. 10am-4pm)
 - 2-day retreat in Providence, MA in the spring
- Actively participate in at least one Board committee (1-3 hours per month as determined by the committee)
- Meet with potential donors and sponsors as requested by the Executive Director; make connections between industry contacts and the Executive Director
- Alert Board Chair and Executive Director to anticipated absences at least 24 hours in advance
- Attend at least two NESEA events per year

Financial Expectations:

- Make an annual general fundraising gift "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% board giving)
- Cover the cost of travel and lodging for all in-person board meetings, and catering for the annual retreat
- Prioritize corporate support of NESEA (sponsorship and donations), as appropriate to circumstance

Agreed to by: _____

Signature

Date

Print Name