

## **Board Member at Large Description**

### **Role**

Board members hold overall fiscal and managerial oversight responsibility for the Society. They are charged with the supervision and oversight of the Society vision and mission. They are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Ultimately, board members serve as ambassadors for the Society mission, inside and outside of organizational commitments.

### **Responsibilities**

- Serve for a two-year board term with the option of renewal for two additional consecutive terms (a total of six years).
- Regularly attend Board meetings and important related meetings.
- Serve on at least one Committee (Board or Program), and attend Committee meetings.
- Make a serious commitment to participate actively in Board and other Society-related work.
- Prepare and approve necessary organizational policies.
- Commit to annual board philanthropic commitment as determined by the individual board member and fundraise on behalf of the organization.
- Participate in annual self-evaluation of board progress.
- Participate in hiring, evaluation and oversight process of executive director.
- Be knowledgeable about the Society's mission, vision, programs, and events.
- Stay informed about Board matters, prepare for meetings, and review and comment on issues of importance.
- Participate in creation of strategic plan and conduct
- Understand financial statements.
- In cooperation with the Board President, is responsible to ensure the ED has filed annual tax forms as required by the state of Pennsylvania or the IRS.
- Be sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in board meetings.
- Serve as an ambassador to other organizations or to represent or speak on behalf of the Society at certain events