

Responsibilities of the Board

- Determine the organization's mission and purpose
- Select the organization's board members and officers, then appoint, review, and (if necessary) dismiss any members or officer
- Ensure effective organization planning
- Ensure adequate resources
- Manage resources effectively to maintain accountable to its donors, sponsors, the public, and to safeguard its tax-exempt status
- Determine, monitor, and strengthen the organization's programs and services
- Enhance the organization's public standing
- Ensure legal and ethical integrity and maintain accountability
- Recruit and orient new board members, and assess board performance

Member Roles

- Chairman & President
- Vice President
- Treasurer
- Secretary
- Technology Committee Chair
- Educational Research Committee Chair
- Academic Programs Committee Chair

Member Responsibilities

- Attend and participate in all meetings and functions
- Stay informed about board and committee matters
- Review and comment on all minutes and reports
- Stay informed about the organization's mission, services, policies, and programs
- Keep up-to-date on developments in the organization's field
- Follow developments in the community, economy, government, etc. that may affect the organization
- Serve on committees and offer to take on special assignments
- Make a personal financial contribution to the organization
- Participate in organizational fundraising
- Inform others about the organization
- Build working relationships that contribute to consensus

- Suggest nominees to the board who can make significant contributions to the work of the board and the organization
- Follow conflict of interest and confidentiality policies
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements
- Participate actively in the board's annual evaluation and planning effort