

Setebaid Services,[®] Inc.
Board Member
DIRECTOR

Job Description

PURPOSE AND GENERAL JOB SUMMARY

The Board of Directors governs the organization by appropriate planning and delegating responsibilities to staff who directs the operation of the organization. Board Members are not expected to know everything about not-for-profit management, but they are expected to act prudently and in the best interests of the organization. The Board of Directors must approve all programs such as camps for children with diabetes, family weekends, and teen programs, and assure that they fulfill the mission, purpose, and long-term goals of the organization; they review and develop the strategic plan for the organization. The Board of Directors evaluates the Executive Director and delegates his direct supervision to the Chair of the Board. Annually, the Board of Directors sets Setebaid Services[®] budget. The Board of Directors also establishes policies that guide the operations of the organization.

QUALIFICATIONS

- Dedicated to helping others the organization serves; ability to place the needs of the organization above the needs of the individuals
- Ability to approach responsibilities of governance and use donor dollars to benefit those served by the organization
- Ability to welcome information and best available advice, and make decisions, after reviewing the advice, based on one's own judgment
- Ability to criticize, when necessary, in a constructive way and the ability to suggest an alternative course of action
- Ability to recognize that time and energy are limited and that over commitment may prove to be self-defeating
- Ability to evaluate the Board and its performance as the governing body of the organization
- Ability to keep disagreements and controversies impersonal; Ability to stick to the issues and facts and make decisions to best serve the organization's clientele.
- Ability to evaluate programs and make decisions in an unbiased manner
- Ability to adjust to changing situations
- Ability to maintain loyalty to Setebaid Services[®] with higher loyalty to the welfare to the community we serve
- Ability to expand the organization's sphere of influence
- Ability to work with staff maintaining overall governance, and not interfering with day-to-day administration of the organization; ability to appreciate the difference between governance and management
- Ability to recognize one's own strengths and talents that one brings to the Board and not be overawed by others on the board. Ability to ask questions when unclear and make decisions based upon other Board Member's knowledge while using one's own judgment
- Ability to work collaboratively with others on the Board of Directors and Board Committees

- Creative problem solving skills and comfort in a challenging and changing environment.
- Comfortable taking the initiative and proposing strategies and solutions

RESPONSIBLE TO Setebaid Services,® Inc.'s clientele and the public

RESPONSIBILITIES

1. Regularly attends board meetings and any important related meetings
2. Makes a serious commitment to the organization and participates in activities of the organization or clientele served by the organization; represents the organization at community events, agency presentations, and with supporting foundations.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Stays informed about programs, policies, committee work and prepares him/herself well for meetings and reviews comments on minutes and reports
5. Gets to know others on the board and builds a collegial working relationship that contributes to consensus
6. Serves as an active participant in the Board's annual evaluation process and planning efforts ensuring the plans account for the needs in the communities served
7. Recruits new board members, committee members and volunteers; evaluates the board's and committee's performance.
8. Makes an annual financial contribution to Setebaid Services® at a personally significant level; provides leadership in and participates in the annual appeal and all fundraising efforts of the organization.

JOB SPECIFICATIONS

A. Physical Demands

1. Good Physical and mental health, neat, clean, and well groomed
2. Constant standing, and sitting for Board Meetings
3. Visual, speech, and auditory acuity required for communication during Board Meetings

B. Special Requirements

1. Must have reliable transportation to and from Board Meetings
2. Access to email, phone or US Mail for communication exchanges

C. Environmental Conditions

1. Meetings will be conducted in a basement office. Although provisions have been made for office appropriate HVAC, conditions may be damp, cool, or muggy and warm at times
2. Ability to work in an office without windows or with minimum windows
3. Ability to work in an office with fluorescent lighting