



BOARD OF DIRECTORS – Responsibilities

Directors and Officers comprise the SFDS Board of Directors and have a responsibility of stewardship – to earn and keep the trust of the community for which they are in positions to serve. The board of directors is responsible for the direction of the organization. The board governs, develops policy and sets a course. The SFDS mission statement should frame all discussions. Four board functions:

- Governance
- Policy & Position Development
- Visionary – Future Focus
- Fiduciary

Directors and officers will fulfill the following:

1. Abide by the Bylaws, Articles of Incorporation and Policies of the Society
2. Attend and actively participate in all 4 meetings of the Board, and scheduled executive committee meetings if an officer of the Executive Committee, including special meetings, except in case of a family/business emergency. Failure to attend may result in a notice of demand to explain, and/or action by the executive committee and board of directors.
3. Determine and advance the Society's mission and purposes
4. Select the chief executive and assess performance in the organization (budget, goal achievement, etc.)
5. Avoid any conflict of interest or appearance of a conflict
6. Ensure effective fiscal controls and accountability and ensure the Society meets all legal and corporate requirements and accept responsibility for providing oversight of the financial condition of the Society
7. Approve the annual budget
8. Conduct organizational planning
9. Exercise authority as a board member only when acting in a meeting with the full board or as delegated by the board
10. Attend meetings of committees to which appointed; take on special assignments as needed and participate in ongoing activities and events of the Society
11. Stay informed about what's going on in the Society. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies and other board matters
12. Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions. Actions of the board belong to the board.
13. Participate in (a) the annual strategic planning retreat, (b) board self-evaluation programs, and (c) board development workshops, seminars and other educational events that enhance skills as a board member
14. Keep confidential information confidential
15. Work with and respect the opinions of peers who serve this board, and leave personal prejudices out of all board discussions
16. Always act in the best interests of the Society and represent the interests of all people served by the Society, and excuse self from discussions and votes where there is a personal conflict of interest
17. Determine, monitor, and strengthen the organization's programs and services
18. Understand that administrative issues are the responsibility of management, except to monitor the results of the organization
19. Assist in recruiting new members
20. Work in good faith with CEO and staff and other board members as partners towards achievement of SFDS goals.