

St. Vincent de Paul Society of Marin County
Board MEMBER JOB DESCRIPTION

Overall Responsibilities of the Board

1. Determine the mission and purpose of the St. Vincent de Paul Society of Marin County (SVDP).

It is the Board's responsibility to create a statement of mission and purpose, and to review it periodically for accuracy and validity. This statement should set out SVDP's organization's goals and means and primary constituents served. Each Board member should fully understand and support the mission.

2. Support the Executive Director. The Board ensures that the Executive Director, who has responsibility for the administration of the organization, receives the moral and professional support he/she needs to further the goals of SVDP.

3. Ensure effective organizational planning. As stewards of the organization, the Board must actively participate with the staff in an overall planning process, and assists in implementing the plan's goals. The Board helps management to develop strategic plans, policy objectives, and priorities.

4. Ensure adequate resources. One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The Board works in partnership with the Executive Director and development staff to raise funds from the community.

5. Ensure that resources are managed effectively. In order to remain accountable to its donors and the public, and safeguards its tax-exempt status, the Board assists in developing the annual budget and ensures that proper financial controls are in place.

6. Enhance SVdP's public standing. The Board is our primary link to the community. Clearly articulating SVdP's mission, accomplishments, and goals to the public, as well as garnering support from members of the community, are key elements of a comprehensive public relations strategy.

7. Ensure legal and ethical integrity and maintain accountability. The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The Board must establish pertinent policies and procedures (e.g., personnel policies, grievance procedures), and adhere to provisions of SVdP's bylaws and articles of incorporation.

8. Assess Board performance and support Recruitment Committee. By Evaluating its performance, the Board can recognize its achievements and Determine which areas need improvement. The Board also supports the Recruitment of new Board Members as selected by the Recruitment Committee, And orients new members to their responsibilities, as well as SVdP's history, Needs and challenges.