

Greater Kansas City Coalition (GKCCEH) to End Homelessness Board Member Job Description

TITLE: Member, Board of Directors

REPORTS TO: Chair, Board of Directors

DATE: 7/7/17

General Commission

The Board of Directors of GKCCEH shall operate under the authority of the Bylaws to ensure the mission statement is fulfilled and that the organization acts as a good steward of the resources with which it has been entrusted.

Each member of the Board is responsible for ensuring that the operations of the organization are properly managed, and are consistent with the organization's overall mission and direction.

Appointments and Composition

1. The Nominating Committee is responsible for finding and recruiting potential Board members to fill specific needs, based on an analysis of overall composition of the existing Board in relation to the goals of the organization.

2. The current Board of Directors approves the Nominating Committee recommendations for Board members.

Committee Term

The term of a Committee Director shall be two years. Board members are limited to a maximum tenure of six consecutive years.

Board Member Accountabilities

1. Participate in establishing the strategic plan and direction for the organization. Establish goals and expectations on a short-term and long-term basis, including programs and services, financial and organizational development goals.

2. Contribute to the well being and success of the organization's staff leadership. Establish an effective relationship with the organization's Executive Director and leadership team. Select, monitor, appraise, advise, stimulate and support the President and CEO.

3. Contribute to the annual review and approval of the Executive Director's Performance Review. Approve her/his compensation based on recommendations of the Executive Committee and the Chair of the Board.
4. Participate in the approval of all policies related to the operations of the organization, including financial, human resources, operations and related matters.
5. Participate in the annual review of the Board's overall performance (including its composition, organization and responsibilities) and take steps to improve its performance.
6. Approve all major investments and strategic directions related to business affiliations, contracts, and other long term commitments.
7. Ensure the Board and its committees are adequately and currently informed through reports and other methods of the condition of the organization and its operation.
8. Ensure all published reports properly reflect operating results and financial condition of the organization. Secure an independent audit of the organization on an annual basis.

Personal Duties and Expectations

1. Attend Board orientation and training.
2. Attend Board meetings (12 a year).
3. Actively participate in at least one committee.
5. Contribute to the financial stability of reStart by making an annual membership contribution.
6. Support agency program objectives and policies and serve as an ambassador for GKCCEH throughout the community.