

# SAMPLE



## The Role of the Board as a Governing Body

### **Policy & Governance**

- 1) Provide oversight through the adoption and periodic review of policies, finances and programs to ensure that the agency's facilities and programs are safe, well-maintained and strongly related to the agency's mission.
- 2) Review and approve an annual budget within a framework of fiduciary and fiscal responsibility.
- 3) Maintain a future vision for the agency through a regular process of strategic planning to ensure the viability of the organizational structure and the management, physical plant and financial well-being.
- 4) Work both as a Board and in committees to accomplish governance tasks and Board activities.

### **Fund Development**

- 5) Actively help raise funds and other resources to support agency needs.

### **Leadership and Participation**

- 6) Represent the agency in the broader Jewish community, camping and education organizations and advocate for its educational goals and Jewish philosophies.
- 7) Ensure that the agency's staff is responsive to customer's needs and fairly takes into account its diverse stakeholders (campers, camp families, alumni and donors).
- 8) The Board's leadership is responsible for hiring, providing annual feedback and evaluating the performance of the Executive Director.

## Individual Board Member Expectations

### **Leadership and Participation**

- 1) Attend at least 75% of board meetings per year (September - August).
- 2) Participate in an average of five to seven hours per month on Board-related work (committee meetings, correspondence and other activities).
- 3) Engage in discussion and decision-making, always respecting the opinions of other Board members and staff members
- 4) Serve on at least one active board committee.
- 5) Utilize individual skills and expertise, and apply it appropriately to tasks that would benefit from such knowledge.
- 6) Participate in Board trainings, retreats and other activities to enhance the effectiveness of the Board and each member's performance.
- 7) Help identify, recruit and mentor new board members.
- 8) Represent the agency in the community through advocacy, promotion and sharing the agency's purpose/mission.
- 9) Personally visit camp at least twice per year.
- 10) Have, or value, a sense of humor.

(see next page)

**Policy & Governance**

- 11) Maintain up-to-date knowledge of Board policies, budgets, agency goals and programs.
- 12) Communicate with, and respect the judgment of, the Executive Director.

**Fund Development**

- 13) Actively engage in fundraising activities and trainings, which include donor identification, cultivation and recognition, individual solicitations, participation in special events, and bringing donors and prospects to camp.
- 14) Make meaningful personal gifts to the agency and to Federation.