

# NARHA

## *NARHA Board of Trustees Board Member Job Description and Expectations*

### **Board Purpose**

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of NARHA so as to support the organization's mission and needs.

### **Basic Board Responsibilities**

- Determine NARHA's mission and purposes.
- Select the CEO through appropriate processes.
- Provide ongoing support and guidance for the CEO; review their performance.
- Ensure effective organizational planning.
- Ensure adequate resources.
- Ensure effective use of resources.
- Determine and monitor NARHA's programs and services.
- Enhance NARHA's public image.
- Serve as a court of appeal.
- Assess Board performance.
- Designate NARHA as one of the top three organizations to which annual, personal donations are made

### **Qualifications**

- A college degree or equivalent certification, licensure or lifetime experience
- Previous board experience or experience serving a national, membership nonprofit organization
- Possess skills and expertise to complete or compliment the current board skill set

### **Board Members Share Responsibilities in These Key Areas:**

#### **Planning**

1. Approve NARHA's mission, vision, values and goals and review staff's performance in achieving it.
2. Annually assess the environment and approve NARHA's strategy in relation to it.
3. Annually review and approve NARHA's plans for funding its strategy.
4. Annually review and approve NARHA's budget.
5. Approve major policies and priorities.

#### **Organization**

1. Hire, monitor, appraise, support, reward, and when necessary change executive leadership.
2. Assure appropriate succession planning.

3. Assure that NARHA's resources are equal to the requirements of the long-range goals.
4. Annually approve the Performance Review of the CEO and establish their compensation.
5. Determine eligibility for and appoint Board Committees.
6. Annually review the performance of the Board and take steps to improve its performance.

### **Operations**

1. Review the results achieved by NARHA staff as compared with NARHA's Strategic Plan, short- and long-term goals, and the performance of similar institutions.
2. Be certain that NARHA's financial structure is adequate for its current needs and its long-term strategy.
3. Provide candid and constructive criticism, advice, and comment.
4. Approve major actions of NARHA, such as capital expenditures and major program and service changes.

### **Audit**

1. Assure that the Board and its committees are adequately and currently informed of the condition of NARHA and its operations.
2. Assure that published reports accurately reflect NARHA's operating results and financial condition.
3. Ascertain that NARHA Staff has established appropriate policies to define and identify conflicts of interest, and is diligently administering and enforcing those policies.
4. Appoint independent auditors.
5. Review compliance with material laws & regulations relevant to NARHA.

### **Requirements for Board Service**

1. Commit to a term of 3 years and a maximum of two terms in accordance with the NARHA bylaws.
2. Demonstrate interest in NARHA's mission, goals, and long-term success.
3. Represent NARHA to the community.
4. Dedicate the time necessary to faithfully support Board meetings, Committee meetings, and special requests.
5. Participate in fundraising activities and contribute an annual gift according to means.