



## **Federation of Families of Northeast Florida**

### **Board of Directors Responsibilities**

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 the organization's goals, and primary constituents of who will be served. Each board member should fully understand and support it. The board will ensure effective organization planning and actively participate with the staff in an overall planning process, and assist in implementing the plan's goals. The board will help management to develop business plans, policy objectives, business strategies, and priorities. Also, the board members will attend System of Care Committee meetings that are held throughout the month. The board members will determine, monitor, and strengthen the organization's programs and services with assistance from the staff. The board's role in this area is to determine which programs are the most consistent with organization's mission, and to monitor their effectiveness. By constantly reviewing the organization's work the board ensures the organization's capacity to carry out its programs. The board is the organization's primary connection to the community. By clearly discussing the organization's mission, accomplishments, and goals to the community as well as gaining support from members of the community. The board will assist with establishing policies and procedures.



## **Standards and Guidelines for All**

### **Federation of Families of Northeast Florida Board Members**

- Can bring a variety of skills, experience, and diversity to the organization.
- Willing to attend and will represent the “family voice” at monthly Jacksonville System of Care Committee/Stakeholder Meetings.
- Will serve on the Federation of Families of Northeast Florida’s Executive Committee
- Have concern for your organization development and are willing to learn about the program area of the organization.
- Are prepared to set aside any potential conflict between their personal or individual business interests to support the well-being of the organization.
- Have a developed sense of values and personal integrity.
- Are sensitive to and tolerant of views and opinions different from their own.
- Are friendly, responsive, and patient.
- Can listen, analyze, and think clearly and creatively.
- Work well with individuals and groups.
- Willing to ask questions.
- Are willing to prepare for and attend board and committee meetings.
- Will take responsibility and follow through on assignments.
- Will represent the organization in good faith.
- Can recruit other members.
- Are willing to develop skills and attend trainings they need to be effective board members.
- Stay informed about board and committee matters: review and comment on minutes and reports.
- Stay informed about the organization’s mission, services, policies, and programs.
- Keep up-to-date on developments in the community and government that may affect the organization.
- Inform others about the organization.
- Get to know other members and build working relationships that contribute to the goals and mission of organization.
- Follow organizations policies and guidelines.
- Participation as a Board Member is a volunteer position.



### **Board Chair Responsibilities**

- Serves as the chief volunteer.
  - Provides leadership to the board.
  - Chairs meetings of the board after developing the agenda with the staff.
  - Discusses with the staff issues of concern to the board or the organization.
  - Informally evaluates the effectiveness of the board members.
  - Evaluates annually the performance of the organization in achieving its mission with the staff.
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### **Vice Chair Responsibilities**

- Reports to the Chair.
  - Performs Chair responsibilities when the Chair cannot be available.
  - Works closely with the Chair and other staff.
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### **Secretary Responsibilities**

- Maintains records of the board and ensures effective management of organization's records.
  - Manages minutes of board meetings.
  - Become familiar with the organizations guidelines.
  - Records the minutes at each of the meetings.
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### **Treasurer Responsibilities**

- Manages the finances of organization.
  - Administrates fiscal matters of the organization.
  - Provides treasurer's report to board meetings.
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