**NABC™ BOARD MEMBER ROLES AND RESPONSIBILITIES**

**ROLE OF NON-PROFIT BOARDS**

A Board of Directors of a non-profit corporation is legally responsible for the organization. Technically, a Board may act in any area of the corporation's business, however, prudence and good management call for the Board to delegate much authority and responsibility to the Executive Director, to the Board Executive Committee and to committees. Board leadership requires, above all, that the Board provide vision. To do so, the Board must first have an adequate vision of its own job. That role is best conceived neither as volunteer-helper nor as watchdog, but as trustee-owner.

**General duties of an NABC™ Executive Committee member include:**

1. Function and adhere to all duties of a board member at large
2. Attend all meetings or teleconferences as requested by the Chairman and/or Executive Director
3. Fulfill all obligations to your office as mandated by the By-Laws
4. Chair or oversee at least one major event or function per term
5. Be available to assist, or advise any member with a reasonable request
6. Expand all communications with the Board, Executive Director or Administrators
7. Hold and value your office with a level of prestige that will entice other members to seek election to your position upon expiration of your term
8. With the support of the Board, select, support and evaluate chief staff

**General duties of an NABC™ Board member include:**

1. Establish the mission and purpose of the organization
2. Drive the organization's planning efforts
3. Approve the organization's program of work and evaluate effectiveness
4. Ensure the financial solvency of the organization
5. Help raise resources
6. Select, support and evaluate staff through the Executive Committee
7. Advance the organization's public image
8. Strengthen its own effectiveness as a Board and seek continuous improvement of its own operations and that of the organization

**NABC™ BOARD MEMBER RESPONSIBILITIES**

* Define and oversee the mission and vision of the organization, keeping it relevant to the needs of the day
* Set the overall policy for the organization
* Set goals through its approved program of work and provide strategic guidance
* Help raise the necessary financial resources the organization needs
* Provide adequate funding through the annual budget to carry out the program of work
* Assure compliance with relevant government regulations
* Assure compliance with normal standards of fiscal responsibility
* Review periodic reports of financial condition and develop plans to resolve any problems that may arise
* Elect officers, in accordance with the By-Laws
* Recommend and approve changes to the By-Laws
* Fill all vacancies that occur in its membership
* Meet as required by the By-Laws
* Actively serve on at least one Board Committee
* Advance the organization's public image
* Participate in an annual review of the Board's effectiveness

**AS INDIVIDUALS, EACH NABC™ BOARD MEMBER SHOULD:**

* Be a dues paying member of the organization
* Attend all meetings of the Board, be on time, and stay through the duration
* Read materials and information sent to the Board and come prepared to participate in meetings
* Seek clarification on any matters or material that is not understood before making decisions
* Listen carefully to other Board members and staff with an open mind and an objective perspective
* Actively work together towards decisions and solutions that are in the organization's best interests
* Consult with the membership in order to be truly representative and communicate Board action
* Maintain relationships with staff so as to develop trust and respect
* Offer suggestions of persons who may be willing to serve on the Board and on committees and task forces
* Mentor new Board members
* Nominate, as appropriate, people, groups or companies for the annual NABC Awards
* Perform such other duties, within his/her capabilities, as may be requested by the Board Chairman