

## **Transitions Board of Directors Job Description**

### Mission Statement

Transitions of PA is a crisis center that provides advocacy, empowerment, and education to victims, survivors, families, and communities to end patterns of violence and abuse.

### Board Member Responsibility

A member of the Board of Directors is responsible for ensuring Transitions of PA fulfills its mission by planning for the future, monitoring operations, and evaluating the organization's performance. A board member must fulfill the fiduciary responsibilities of the Board of Directors, making corporate decisions that protect public interest.

### Term of Office

The term of office for each board member shall be three (3) full fiscal years, per Transitions of PA By-Laws (10/20/14).

### Elected By

Board of Directors

### General Responsibilities

- Advance the mission of Transitions of PA
  - Actively promote the organization's mission, contributing ideas and expertise.
  - Keep up-to-date on developments in the organization's field.
  - Be informed about the organization's, services, policies, and programs; inform others about the organization, and work to enhance the organization's public image.
- Appraise the Chief Executive Officer
  - Select a Chief Executive Officer
  - Provide ongoing support and guidance for the Executive Staff.
  - Annually review performance of Chief Executive Officer.
- Ensure effective organizational planning
  - Determine and monitor the organization's programs and services.
  - Participate in the development of a strategic plan to accomplish the mission, oversee its implementation, and evaluate its success.
- Ensure adequate resources
  - Manage resources effectively, make certain financial control systems are in place, and that proper judgement is used in all business and financial transactions.
  - Carry out the fiduciary responsibilities of the Board, such as reviewing the organization's monthly financial statements and annual audits.
- Maintain the Board.
  - Suggest and recruit nominees to the Board who can make significant contributions to the work of the Board and to the organization.
  - Nurture new board members.
  - Assess the Board's performance

### Individual Responsibilities

- Actively participate in all board activities
  - Attend monthly board meetings. Per Transitions of PA By-Laws (10/20/14) each board member is responsible for attending meetings regularly and notifying the Board Chairperson or the Chief Executive Officer if unable to attend the meeting. Three (3) consecutive absences or five (5) absences within a twelve (12) month period will be cause for membership review. Sabbatical periods may be taken with approval of the Board.
  - Review agenda and supporting materials prior to Board and Committee meetings.
- Serve on a committee and periodically take on special assignments.
- Identify and disclose any potential conflicts of interest.
- Respect and maintain the confidentiality of organizational information.
- Make a financial contribution to the organization.
- Assist with special projects as requested by the Chairperson or Chief Executive Officer.

## **Transitions Chairperson of the Board Job Description**

### Function

Assure that the Board fulfills its responsibilities to the organization.

### Term of Office

Per the Transitions of PA By-Laws (10/20/14), the Chairperson of the Board shall be elected for a term of one (1) full year. Annual elections shall take place at the May meeting of the Board with the term beginning on July 1.

### Elected By

Board of Directors

### Responsibilities

- Preside at all meetings of the Board and Executive Committee.
- Call special meetings when necessary.
- Appoint all committee chairs and with the Chief Executive Officer recommend who will serve on committees.
- Form committees and assign members to committees if there are no volunteers.
- Maintain necessary communication with these committees.
- Coordinate activities of the Board.
- Work in partnership with the Chief Executive Officer to achieve the mission of the organization and make sure board resolutions are carried out.
- Communicate any concerns management has with regard to the role of the Board or individual Board members.
- Work with the Chief Executive Officer to prepare the agenda for the board meetings.

- Help to recruit board members and other needed volunteers.
- Oversee searches for Chief Executive Officer. Recommend salary for consideration by the appropriate committee.
- Coordinate periodic Board assessment with the staff.
- Periodically consult with board members on their roles helping them assess their performance.
- Annually perform a Board self-assessment.

## **Transitions Vice-Chairperson of the Board Job Description**

### Function

Stand in for the Chairperson if he/she is unavailable.

### Term of Office

Per the Transitions of PA By-Laws (10/20/14), the Vice-Chairperson of the Board shall be elected for a term of one (1) full year. Annual elections shall take place at the May meeting of the Board with the term beginning on July 1.

### Elected By

Board of Directors

### Responsibilities

- Attend all Board meetings.
- Serve on the Executive Committee.
- Carry out special assignments as requested by the Board Chairperson.
- Preside at Board meetings in the absence of the Chairperson.
- Assist the Chairperson with her/his duties as necessary.
- Understand the responsibilities of the Chairperson and be able to perform these duties in the Chairperson's absence.
- The Vice-Chairperson shall assume the responsibilities of the Chairperson if the Chairperson resigns or vacates the office.

## **Transitions Treasurer of the Board Job Description**

### Function

Serve as the financial officer of the organization.

### Term of Office

Per the Transitions of PA By-Laws (10/20/14), the Treasurer of the Board shall be elected for a term of one (1) full year. Annual elections shall take place at the May meeting of the Board with the term beginning on July 1.

### Elected By

Board of Directors

### Responsibilities

- Attend board meetings.
- Serve on the Executive Committee.
- Preside over the Finance Committee and ensure reports of financial status are given at Board meetings.
- Assure the organization is following the appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations.
- Assure accurate financial records for the organization are being kept.
- Co-signing checks may be assigned to any Board officer per the Transitions of PA By-Laws (10/20/14).
- Manage, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities.
- Assist in preparing the annual budget and presenting the budget to the Board for approval.
- Assist in selecting an independent auditor, review the annual audit, and answer Board members' questions about the audit.

## **Transitions Secretary of the Board Job Description**

### Function

Maintain all Board records and ensure their accuracy and safety.

### Term of Office

Per the Transitions of PA By-Laws (10/20/14), the Secretary of the Board shall be elected for a term of one (1) full year. Annual elections shall take place at the May meeting of the Board with the term beginning on July 1.

### Elected By

Board of Directors

### Responsibilities

- Attend Board meetings.
- Serve on the Executive Committee.
- Review all Board minutes.
- With administrative staff, responsible for the preparation and distribution of the minutes for each Board meeting.

## **Transitions New Board Member Mentor Job Description**

### Function

Help orient new Board members (mentees) into the fabric and work of the board, accelerating the process for new board members to become comfortable and effective members of the board.

### Term of Office

One (1) year typically beginning July 1.

### Responsibilities

- Send welcome letter (email?) to your mentee.
- Phone or, if possible, visit your mentee before his or her first board activity. During this initial conversation, the mentor should provide an overview of the upcoming activity, and answer any questions the mentee may have, as well as handle introductions to other members of the board and the staff.
- Whenever possible, sit next to the mentee during board and committee meetings to answer any questions that may arise, to provide any background briefings, or to direct the newcomer to an appropriate source of information or expertise.
- Check-in with your mentee by phone or in person after each orientation session, committee meeting, and board meeting during the first year, to touch base and to offer assistance.
- Help mentee best determine where her/his skills, talents, and interests can contribute most to the Board activities.
- Attend a staff meeting with mentee during the first few months of her/his term.
- Attend the new board member orientation session with mentee.
- Encourage phone calls from the newcomer at any other time that he or she may have a question, a concern, or a need for advice.