

THE MICHIGAN
WWII LEGACY
Memorial

HONORING SACRIFICE. CELEBRATING FREEDOM.

Board Member Job Description

Expectations

- Be informed about the organization's mission, goals, policies and services.
- Actively participate in board meetings, discussions and events, paying careful attention to your duties of care, loyalty, obedience and confidentiality.
- Be well prepared for all board and committee meetings by reviewing the agenda and any supporting materials provided to you prior to the meeting.
- Be respectful and open to the potentially conflicting opinions and points-of-view of your fellow board members.

Responsibilities

- Be responsible for one activity on an ongoing basis, such as running a program, being a contact point for a constituent group or being the primary support for a business activity of the board. New board members will be allowed a six month grace period before assuming such a responsibility. Also, from time to time, board members may be temporarily without such a responsibility as the activities of the organization evolve. Board officers will assist members in finding suitable responsibilities and providing training as appropriate.
- Make an annual donation to the organization at a level commensurate with your resources.
- Fulfill your fiduciary responsibilities, including reading, understanding and monitoring the financial reports provided to you.
- Speak on behalf of the organization in your community.
- Contribute to the organization's fundraising efforts by bring prospects to the attention of the board.
- Sign and adhere to the organization's policies such as the conflict of interest policy.

Restrictions

- Do not act independently of the board without prior express permission of the full board.
- Publicly support all decisions made by the full board, even if decisions conflict with your opinion and/or vote.