



Alice Housing

## **Board Member Roles and Responsibilities**

### **Board Activities**

Board activities comprise the largest portion of a board member's responsibilities. While we recognize that meeting all of these requirements all of the time is not always possible, we hope you will strive to achieve the following:

1. Attend no less than 75% of regular Board meetings, which occur on the fourth Wednesday of each month at 6:30 pm in Dartmouth, as well as important related meetings.
2. Chair and/or serve on a standing committee or special project.
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
4. Stay informed about committee matters; prepare for meetings, review and comments on minutes and reports.
5. Get to know other committee members and build a collegial working relationship that contributes to consensus.
6. Recommend a potential candidate for Board membership to the Board Nominations Committee.
7. Be an active participant in the committee's annual evaluation and planning efforts.
8. Actively assist with the special events of the organization.
9. Be aware of the fiduciary responsibilities of being a board member

### **Fundraising Activities**

Because fundraising is a significant element of organization's requirement in general we would like board members to contribute in as many of the following ways as possible:

- When possible, make a personal and, if applicable, a business contribution to the organization's annual operating needs.
- Make person-to-person visits to individuals, foundations, businesses, or civic groups to request financial support for the organization.
- Secure volunteers, in-kind services or material goods for the organization.

- Participate in fund raising events for the organization by assisting with planning, promotion, ticket sales and by attending
- Consider your capacity and willingness to make a planned gift or bequest to the organization.

### **Promotional Activities**

Alice Housing engages in a number of promotional activities and garners a limited amount of publicity, but increasing the organization's profile in the community can be done by board members in the following ways:

- Arrange for and/or make an organization presentation to a civic club, church group, business associate, or group of friends.
- Invite and accompany a friend or associate to visit the facility.