

## **INDIANA GRANTMAKERS ALLIANCE BOARD RESPONSIBILITIES**

### **Adopted 5-15-09**

#### Defining Roles and Characteristics of a Governing Board

A governing Board has an equal focus on a strong Board and a strong staff. Board actions demonstrate mutual care and concern for individual Board members and the CEO. This would include reasonableness and enabling attitude towards the CEO and not micro-managing the organization. The CEO in turn is responsible for staff. Together the Board and staff work as a team to work legally and ethically in pursuit of the mission and goals of the organization.

The major responsibilities of the IGA Board include:

- Establish and renew the IGA vision and mission
- Ensure effective organizational strategic planning and annually review staff work plan
- Select, support and assess the performance of the President/Chief Executive Officer
- Ensure oversight of fiscal, human and physical resources
- Monitor progress on achieving organizational goals and objectives
- Ensure legal and ethical compliance and accountability
- Advocate for IGA and its programs, including reaching out to stakeholders
- Recruit and orient new board members and periodically assess board performance
- Determine the financial and other resources necessary to carry out IGA's goals and assist in identifying and obtaining those resources

#### Individual IGA Board Member Responsibilities

- Work in good faith with staff and other board members as partners towards achievement of the organization's goals
- Stay informed about what's going on in the organization and the nonprofit sector as a whole; ask questions and request information; and participate in and take responsibility for making decisions on issues, policies and other board matters
- Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson
- Assist in obtaining the financial resources necessary to carry out the goals of the organization including advocating for her/his own foundation's support of the organization

- Act in the best interests of IGA, and excuse one's self from discussions and votes where the board member has a conflict of interest
- Serve on at least one committee
- Attend a majority of the board and assigned committee meetings.

Reviewed November 2008