

## Board Member *List of Responsibilities*

- **Make a donation**-foundations expect 100% of board members to make a cash donation. The donation should be significant within your means, and the organization should rank in the top three of charities you give to annually.
- **Lead fundraising efforts**-best practices of nonprofit board nationally show that boards who are actively engaged in leading and guiding fundraising efforts raise the most money.
- **Recruit new board members**-always be on the lookout for talented and interested potential board members.
- **Represent the organization in your sphere of influence**-talk about the organization at every party and event. Gather business cards of anyone you think would have an interest in the organization and our mission.
- **Support the Executive Director**-volunteer, write personalized notes on appeals and thank you cards, be a part of the organization events, and report on progress as a board member.
- **Meet your fiduciary responsibility**-board members are responsible for the financial statements released by a nonprofit organization. There is increased vigilance by the government and by foundations of this role. The board must scrutinize quarterly financial statements and the finance committee must review how finances are being managed and reported.
- **Hold each other accountable**-the best way for boards to reach their goals is to set expectations and to review progress regularly. If a board member is not living up to promises, other board members should step in to help and to motivate success.
- **Follow the Maryland Standards of Excellence for Nonprofits**-It is especially important for the organization to follow the Maryland standards because funders in this area are familiar with the standards. *The Maryland standards have now become the national standard.*

- At a minimum, the board should meet four (4) times a year.
- The board annually should approve the organization's budget and periodically should assess the organization's financial performance in relation to the budget.
- The board should establish policies for the effective management of the organization, including financial and, where applicable, personnel policies.