



## Position Description

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### Director

#### Purpose

To provide legally responsible oversight of the Association, its direction, policies and financial affairs.

#### Qualifications

Directors must be active and involved, receive no material profit, avoid conflicts of interest and exercise judgment in overseeing the affairs of the organization. They have a duty to care for the organization's affairs in good faith and with at least the degree of diligence, care and skill which ordinarily prudent people would exercise under similar circumstances in like positions. They must act with knowledge and after adequate deliberation.

#### Key Responsibilities

1. Understand the purpose of the organization and have general knowledge of how it is functioning. Assure adherence to the purposes of the organization and monitor effectiveness in achieving results and compliance with the Articles of Incorporation, Bylaws and tax exempt status.
2. Set organizational goals and policy; oversee its administration by competent staff. Review, adopt and monitor long-range and annual plans and budgets. Review regular financial reports. Ensure timely completion of annual audits and filing of required tax returns.
3. Provide for competent legal counsel to assure compliance with applicable local, state and federal laws, including timely filing of reports and meeting procedures.
4. Appoint and regularly review the performance of the President.
5. Assure a personnel program that provides competent staff. Assure that staff compensation and professional consulting fees are reasonable.
6. Ensure adequate financial resources to conduct the Association's activities.
7. Provide for regular meetings of the Board and its committees with adequate reports on – and discussion of – organizational activities.
8. Provide for prudent and sound investment and management of Association funds and assets not expended directly for charitable purposes, to yield a reasonable return without undue risk.
9. Protect the Association's property, including reasonable provision for safekeeping, replacement and divestment procedures that will benefit the organization.

10. Ensure compliance with applicable governmental regulations

**Reports to**

Council of Representatives

**Supervises**

Chairman of the Board

Adopted by the Board of Directors 1/21/10