



Basic Responsibilities of All Board Members

1. Participate in the development of Care Share's strategic plan including mission, vision, values, assessment of agency performance, and evaluate strategic results.
2. Hire and determine the compensation of executive leadership (Executive Director).
3. Support the executive director and evaluate their performance.
4. Implement policies and procedures contained in Care Share's bylaws and any that apply to the board of directors or board committees.
5. Develop financial resources to meet the needs of Care Share.
 - Actively participate in fundraising events.
 - Personally, solicit donors for contributions.
 - Include Care Share in collaborative grant opportunities
6. Approve and monitor a budget system based on expected revenue and the needs of Care Share. Monitor fiscal controls and ensure accountability and some form of annual financial review or audit.
7. Attend board and committee meetings regularly and on time.
8. Become well informed in advance on agenda items, contribute knowledge and points of view and help the board make decisions reflecting the thinking of the total group.
9. Serve in a meaningful way on at least one committee. Assume leadership of committees when appropriate.
10. Assume board leadership (officer) responsibilities as requested and as possible.
11. Represent Care Share in public and enhance our public standing.
12. Approve and monitor human resources policies for paid and volunteer staff.
13. Recruit and orient new board members and assess board performance.
14. Sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meeting
15. Maintain confidentiality about all internal matters of the organization