

Board Member Job Description

EXPECTATIONS OF THE BOARD AS A WHOLE

Together, we are changing the way the world defines and views disability by making profound, positive differences in people's lives every day.

The board will support the work of Easterseals Midwest and provide mission-based leadership and strategic governance. While the Easterseals Midwest CEO leads day to day operations, the board-CEO relationship is a partnership, and the appropriate involvement of the board is both critical and expected. Expectations of the board are:

- selecting and evaluating the performance of the CEO
- strategic and organization planning
- ensuring strong fiduciary oversight including fundraising and resource development
- approving and monitoring Easterseals Midwest's programs
- approving the annual budget, audit reports, and material business decisions

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- visit the programs and understand the organization's mission, policies, and needs
- review and understand the organization's financial statements
- serve as an active ambassador for the organization by contacting elected officials at least annually to advocate on behalf of people with developmental disabilities
- give a meaningful personal financial donation

- annually identify 3-5 personal connections that can benefit the organization's fundraising and reputational standing
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees
- assist the CEO and board chair in identifying and recruiting other board members
- assist the CEO and leadership staff with special projects as requested
- participate in the assessment of the board and a process of continual improvement
- follow the organization's bylaws, policies, and board resolutions
- 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 meetings
- maintain confidentiality about all internal matters of Easterseals Midwest
- maintain professional relationships with Easterseals staff and members of the board

QUALIFICATIONS

- extensive professional experience in business, government, philanthropy, or the nonprofit sector
- a commitment to the mission of Easterseals Midwest
- diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- personal qualities of integrity, credibility, and a passion for improving the lives of people with disabilities

BOARD TERMS/PARTICIPATION

- Easterseals Midwest's Board of Directors will each serve a three-year term and may be nominated for an additional term.
- The board meets 4–5 times each year or more often if needed. Committees meet 4–10 times a year.
- Service on Easterseals Midwest's Board of Directors is without remuneration, except for administrative support and travel as necessary to fulfill the board responsibilities.

