



**AIDS Leadership Foothills-area Alliance Inc. (ALFA)
Board Member Job Description**

There are three legally defined duties that must be met as the board carries out its governing role.

1. **Duty of Care** - to act as any prudent person would in a like circumstance. This requires diligent, attentive, informed participation. *Example; If a board member does not understand something then he/she should ask for an explanation until they are clear on the matter. Likewise someone who has expertise on a matter is expected to share their knowledge and experience.*
2. **Duty of Loyalty** - to act in good faith, in the best interest of the organization. This ensures procedural safeguards when there is a conflict of interest. *Example: When an organization may be paying rent on a building that a board member owns.*
3. **Duty of Obedience** - Ensures that the organization operates in keeping with the laws and rules governing its formation and status, and in accordance with its own by-laws and mission. *Example; a vote was taken by proxy, when the by-laws prohibit it.*

General Responsibilities

The Board of Directors is ultimately responsible for all activities and functions of the corporation. The Board of Directors is responsible for ensuring the integrity and effectiveness of ALFA. The function of the Board can be summarized in five categories:

1. **Fiscal and Legal** – the Board is responsible for making sure that fiscal and legal controls are in place and fully utilized. This includes bonding and treasurer of others who handle funds making sure that adequate insurance is obtained, and providing for an annual audit of programs and funds.
2. **Funding** - The Board is expected to participate in fundraising efforts. While much of the specific work of funding may be accomplished through staff and committees, each Board member should be willing to assist ALFA with solicitation to friends, businesses, civic organizations, religious organizations, and foundations for funds.
3. **Management** - The Board is responsible for ensuring the sound management of ALFA. This is accomplished primarily through the selection of an effective CEO and through formal and informal appraisal.
4. **Vision** - The Board is responsible for establishing and maintaining the organizational identity. This involves continually evaluating and clarifying the direction of ALFA as to services provided, and making sure that there is a long-range strategic planning process in operation.
5. **Board Committees** -- Each Board Member is responsible for serving on a board committee each year; Committees consist of board members, staff members, and community members. Committees established include: Executive, Finance, Events, Stewardship, Governance, ad hoc as needed. Each group will strive to meet the specific objectives and goals set for their committee.



Specific Responsibilities

An effective Board Member makes five commitments.

1. **Financial Commitment** - The Board Member must make a yearly donation to ALFA that is comparable to their means. By making a personal donation to ALFA, you are showing others that you feel ALFA's mission is as important to you and you would like it to be to them. Financial commitment also means assisting in the raising of funds for ALFA by recruiting new donors, sponsors, businesses, etc to ALFA's mission through direct financial support.
2. **Philosophical/Emotional Commitment** - The Board Member must share the vision of ALFA, engage in an evaluation and revision process as necessary, and be willing to help ALFA do all that is possible to make that vision a reality.
3. **Time Commitment** – The Board Member must be willing and able to participate fully in the meetings of the board and committees. A Board Member should be willing to commit to a 2 year term.
4. **Specialty Commitment** - The Board Member must bring some special skill, talent, knowledge, contact, perspective or other tangible or intangible contribution to the Board, and use these special skills/talents in his/her participation in the activities of ALFA.
5. **Personal Commitment** -The Board Member should bring himself or herself to the work of the Board. This includes the person's ideas, experiences, feelings, insights, fears, questions, etc. Board members should be willing to read the organization's materials, ask questions, think things through, make questions through appropriate channels and express honest feelings about reports and proposals.

Summary

The conscientious Board member will continually promote ALFA, its programs and services, and its vision for the future, to the community at every opportunity, and through a personal commitment of financial support, time, and skills, the individual will have a positive impact on how this organization is perceived by the community.

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