



Rhode Island Coalition to End Homelessness

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## Board of Directors Job Description

### Length of Term: Two years

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. determines how the organization will carry out its mission through long and short-range planning.
2. adopts an annual budget and provides fiscal oversight throughout the year.
3. recruits, orients, and develops board members.
4. hires and evaluates the performance of the Executive Director.
5. evaluates its performance and overall performance of the organization in achieving the mission.
6. establishes policies for the effective management of the organization.
7. supports the fundraising efforts of the organization to support financial stability.

### Responsibilities:

- The Board of Directors must approve new and amended personnel policies for the Coalition.
- The Board hires and annually evaluates the Executive Director and delegates duties and authority to them.

### Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings (Estimated 10 monthly board meetings, approximately 1.5 hours in length, and held virtually, on the 4th Tuesday of the month)
- Attend and actively participate in committee meetings and related work (1.5 - 4 hours per month as determined by the committee)
- Attend and actively participate in the board and staff retreats (usually 1-2 a year)
- Attend and actively participate in the annual meeting (approx. 3-4 hours)
- Attend special events such as fundraisers (2 fundraisers per year recommended)
- Attend new board member orientation (approx. 3 hours)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

### Financial and Resource Development Expectations:

- Make an annual contribution to the organization or recruit contributions (board members will work with development staff to develop individualized “give/get” goals)
- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors and help identify current donors who are able to make a larger contribution.

Last Updated: January 11th, 2023