

COLLABORATIVE SOLUTIONS FOR COMMUNITIES
Board of Directors
Roles & Expectations of Board Service
2017-2018

Qualifications for Board Service:

Candidates for the Board of Directors should possess the following qualifications:

1. Is a resident of the District of Columbia **OR** if not a resident of the District of Columbia, must have demonstrated evidence of a fiduciary, economic, or employment obligation to the District of Columbia as an entrepreneur, business owner, or employee of an organization, business, agency or enterprise located in the District of Columbia.
2. an understanding of the role CSC plays in meeting the needs of families, children, returning citizens, and communities of the District of Columbia
3. a conviction that philanthropy is critical to the future development of nonprofit organizations like the CSC
4. a commitment to devoting ones own time, treasure and talent to the future development of CSC

TERM OF SERVICE:

In accordance with the bylaws, Directors are elected to a 3-year term and can serve 2 terms for a total of 6 years.

ROLE OF BOARD MEMBERS:

There are roles and responsibilities that are foundational to an organization's success. Here are roles of CSC's Board members (adapted from BoardSource.org)

1. Establish identity and direction – includes adopting or revising a strategic plan and ensuring that the strategic priorities adequately reflect the annual budget
2. Ensure the necessary resources – includes adopting policies related to funds; ensuring that the board's composition reflects strategic needs of the organization; support efforts to maintain and/or strengthen the organization's reputation
3. Provide oversight – includes auditing, risk management, financial health, performance reviews of chief executive performance
4. Assess Board operations – includes assessing board performance, reviews board policies, and access and timely response to board actions/communications

EXPECTATIONS OF MEMBERS OF THE BOARD OF DIRECTORS

General Expectations:

- Directors must support in words and deeds the CSC's mission, goals, policies and programs
- Directors are expected to attend Board meetings, prepare for and participate in discussions, and serve on at least one committee
- Directors should be available on reasonable demand to work with staff to advance the mission of the CSC by providing advice and counsel on general management, operations and program activities of the CSC;

Fundraising Expectations:

- Directors are expected to make an annual contribution to the CSC of at least (amount tbd by the Board) and to secure at least an equivalent amount from other sources. Full participation (100%) of the Board of Directors is essential
- Directors should be willing to work with the CSC Executive Director and other CSC staff in identifying potential donors, securing financial support from others and providing stewardship support

Communications & External Affairs:

- Directors are asked to provide input and feedback to the Executive Director on the performance of the CSC including its service to stakeholders
- Directors should be alert for opportunities to promote the mission of the CSC and to communicate such opportunities to management and staff
- Directors should suggest potential nominees to the Board who are individuals of achievement who can make significant contributions to the work of the CSC
- Directors should speak for the Board of Directors of the CSC only when authorized to do so

Fiduciary Responsibilities:

- Directors should provide general oversight to management and staff to assure accountability in managing assets
- Directors should faithfully read and understand the CSC's financial statements and otherwise help the Board fulfill its fiduciary responsibility

Meetings and Events:

- Directors should ask timely and probing questions at Board and committee meetings, while supporting the majority decision on issues decided by the Board

- Directors should maintain confidentiality of the Board's meetings
- Directors should participate in CSC sponsored special events, programs and activities

Avoiding Conflicts of Interest:

- In accordance with the principle of "Duty of Loyalty," the interests of the CSC as a whole should be a Board member's first priority, rather than those of any special interest group or constituency
- Directors should avoid even the appearance of a conflict of interest that might embarrass the Board or the CSC. They should disclose any possible conflicts to the Board in a timely fashion
- Directors should annually review the Conflict of Interest Policy and complete the CSC's Disclosure Form

Terms of Service:

- Directors of the CSC are elected to two three-year terms. Former members are eligible for election after a one-year separation from the business and/or affairs of the CSC. No officer shall be eligible for more than two (2) consecutive terms in the same office.

Reciprocal Commitment of Staff:

- The success of the CSC in securing support from friends, corporations, the government and foundations is vested in the commitment of the Board of Directors. In recognition of the unique demands on these volunteers, the staff assures all elected Directors of their commitment to provide information and service to the Board in a timely, factual and complete manner.