

Missoula AIDS Council Board Member Roles and Responsibilities

Mission: To prevent the transmission of HIV while advocating for and supporting those currently living with HIV/AIDS.

Job Summary: Board members of Missoula AIDS Council are selected in the belief that each will support and further the organization's mission and work; that each will devote time, talent, energy and funds to the organization; and that each will objectively and appropriately engage in deliberations and decisions relating to Missoula AIDS Council's programs and activities.

The board meets monthly and committees meet as required. In addition, the roles and responsibilities of board members include the following:

1. General

- Participate fully in the organization by regularly attending all Board and Committee meetings.
- Serve on a minimum of one standing committee.
- Review meeting agendas and supporting materials prior to board meetings, and be prepared to discuss these materials at the meetings.

2. Administrative

- Nominate and approve new board members and officers.
- Assist in orienting new members.
- Give direction and foster a supportive partnership with the Executive Director.
- Participate in an annual evaluation of the Executive Director.
- Participate in an annual evaluation of the board.
- Participate and assist in implementing long-range planning and evaluation.
- Authorize contracts, leases, and capital expenditures as outlined in the by-laws.

3. Finances

- Assume responsibility for the fiscal oversight of the organization.
- Review, adopt and monitor annual and program budgets.
- Ensure that an audit takes place.
- Ensure that sound fiscal policies and procedures are in place and updated regularly.

4. Resource Development

- Actively participates in fundraising efforts.
- Make a financial donation to the agency which constitutes a substantial personal gift.
- Help build donor prospect lists and open doors to new contacts.
- Act as a spokesperson for the organization and its mission in the community.
- Seek out and build community relationships to develop support for the mission.
- Participate in the leadership of any major capital or endowment campaign.

5. Policy

- Identify policy needs as the organization grows and changes.
- Periodically update policies that are no longer pertinent.
- Amend and adopt By-Laws as needed.

Knowledge, Skills and Abilities

- Ability to maintain confidential information.
- Ability to work cooperatively and effectively with staff, other board members, agencies and other professionals in the community.
- Ability to communicate effectively with a wide variety of individuals.
- Commitment to HIV/AIDS issues.
- Ability to contribute professional skills and connections and a “big picture” vision of possibility for the development of the organization.