

## **Basic Responsibilities of a Family Promise Board of Trustees**

- A. Governance
  - Has legal, fiscal and moral responsibility for the well-being of the Affiliate
  - Ensures compliance with all federal, state and local laws, regulations and requirements
  - Develops and adopts policies that govern all aspects of FP
  
- B. Strategic Planning
  - Determines, understands and advances FP mission
  - Develops long-range goals and objectives to successfully fulfill that mission
  - Evaluates the Affiliate's effectiveness in reaching its goals
  - Incorporates evaluation information into the planning process
  
- C. Fundraising
  - Attracts the resources the Affiliate needs to fulfill its mission
  - Develops a fundraising plan, which members actively participate in
  - Oversees all fundraising to assure that efforts are ethical, legal, and cost-effective
  - Commit to personal giving according to their individual means
  - Contribute to the mailing list
  - Write notes to potential donors and solicit donations in person
  
- D. Financial Management
  - Maintains the financial integrity and performance of the Affiliate
  - Approves an annual budget, guaranteeing that the Affiliate operates within its means and tacitly approving the programs and projects planned for the year
  - Monitors revenue and expense in accordance with the approved budget and makes policy regarding all financial procedures
  - Contracts with a certified public accountant to perform an annual audit
  - Handles any investment of Affiliate funds
  
- E. Human Resources
  - Selects, supports, evaluates, and, if necessary, dismisses the Director
  - Oversees, but doesn't control, the Director's work
  - Personnel committee sets policies such as working hours and vacation pay, and grievance procedures; board president serves as liaison between the board and the Director
  - Delegates to Director the hiring and management of all other staff
  
- F. Public Relations
  - Develops and implements a public relations plan to project a positive, consistent and accurate image of FP in the community; Director is the official spokesperson to the media with backup from the president.
  
- G. Board Evaluation
  - Evaluates the effectiveness of the Affiliate and the fulfillment of board roles; board may use various formal and informal approaches, including questionnaires, statistical surveys, ad hoc reports, discussions, and anecdotal information.