

## **Mediation Center of Eastern Carolina Board Member Job Description**

The board of The Mediation Center of Eastern Carolina is responsible for overseeing the mission and purpose of the organization. Its duties include participation in strategic planning and making policy decisions, then securing the financing for them and the monitoring of their execution. Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process.

The board also presents the organization's image to the community and solicits its support in achieving goals. We expect our board members to sign up for a 1 to 3-year term with up to 4 consecutive terms allowed, for a total of not more than 12 years.

### **Specific Responsibilities:**

#### **Fiscal**

- Review revenues and expenses on a quarterly basis to ensure the mission of the organization is being upheld.
- Participate in strategic planning and the setting of long-term goals.

#### **Legal**

- Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies.
- Set procedures and policies to ensure that any affiliate is organized and administered in a manner that follows applicable law.

#### **Ambassadorship/Fundraising**

- Promote our mission to increase visibility and encourage financial support for the organization. This can include participating in fundraising events, stewarding donors, and/or sharing your personal story of involvement within your networks.
- Each board member will give a personally generous gift within his/her means on an annual basis as a sign of commitment to the organization and as a sign of respect for the other board members and donors who support the organization.
- Be willing to make introductions to new networks, corporate sponsors, foundations, and helpful individuals.

#### **Staff**

- Hire the chief executive and review performance annually.
- Be willing to use individual expertise to assist in staff organization and development.

#### **Performance**

- Attend and be active in at least 3 out of the 4 scheduled board meetings each year (in person or via phone).
- Sit on at least one committee, and a board member will be asked to lead each committee
- Assist in selecting new board members who will help the organization achieve its goals.
- Actively participate in annual board self-evaluation.