

CHOICES

JOB DESCRIPTION

JOB TITLE:	Board Member
REPORTS TO:	Board Chair / President
DESCRIPTION STATUS:	Voluntary
SALARY:	No pay - Volunteer
TERM:	3 Years

POSITION SUMMARY

To serve the board as a voting member; establish policies; adopt and monitor the annual budget; develop, review, revise, and adopt the business plans, operating plans, and short-term and long-term strategic plans; and appoint and oversee the executive director who will administer the policies and plans established by the board.

ESSENTIAL POSITION FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this position)

A. Expected meeting attendance:

- Regularly attend meetings as scheduled
- Attend and participate in committee meetings
- Participate as an ad hoc committee member if appointed
- Attend board retreats, workshops and other board development activities
- Attend and participate in special events as needed

B. Obligations of the board:

- Hire, supervise and evaluate the executive director
- Secure adequate funds
- Monitor finances
- Maintain and update long-range plans
- Establish Board Policy

C. Specific Duties:

- Attend and participate actively in all board meetings and show commitment to board activities
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Fundraising
- Listen respectfully to other points of view
- Participate in organizational decision-making

- Assume leadership roles in board activities and assume your proportionate share of assignments and work sessions
- Work with and respect the opinions of other board members and leave personal prejudices out of all board discussions
- Avoid conflicts of interest. Should a conflict arise, declare the conflict before the board and refrain from voting on matters in which you have a conflict ♦ Observe parliamentary procedures
- Support, in a positive manner, all actions taken by the board, even when you are in a minority position on such actions
- Participate in board training activities
- Be a good example to your community in personal and public behavior
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results and prohibit methods that conflict with board policy
- Support the executive director in the implementation of policies and plans as determined by the board
- Educate yourself about the needs of the program participants served
Represent CHOICES, Inc. in a positive and supportive manner at all times and in all places.

CORE MISSION, VISION, VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

ESSENTIAL JOB QUALIFICATIONS / EXPECTATIONS:

1. **Qualifications:**

- A. Must be able to stand and/or sit for extended periods of time.
- B. Must be 19 years of age or older.
- C. Pass an extensive State and Federal Background check
- D. Conflict of interest form
- E. Attestation Form (Voluntary)

This Job Description reflects CHOICES, Inc.'s best effort to describe the general content of and the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Printed Name: _____

Signature: _____

Date: _____