

**RONALD V. MCGUCKIN AND ASSOCIATES**

**Post Office Box 2126**

**Bristol, Pennsylvania 19007**

**215-785-3400 215-785-3401 (FAX)**

**Childproviderlaw.com (website)**

**NON-PROFIT BOARDS**

**Responsibilities of the Board**

- ✓ Determine the organization's Mission and Purpose.
- ✓ Create a job description for the Chief Executive (Executive Director) of the organization.
- ✓ Select the Chief Executive (Executive Director).
- ✓ Support the Executive and review his or her performance.
- ✓ Develop and approve Personnel Policies and Employee Job Descriptions.
- ✓ Participate with the staff in the overall planning process and assist in implementing the plan.
- ✓ Provide adequate resources for the organization to fulfill its mission. Work with the executive to raise funds from the community.
- ✓ Assist in the development of the annual budget and ensure that proper financial controls are in place to safeguard the tax-exempt status.
- ✓ Determine and monitor the organization's programs and services.
- ✓ Be the organization's Public Relations vehicle.
- ✓ Serve as a Court of Appeal in personnel matters.

**Responsibilities of the Individual Board Members**

- Attend all board and committee meetings and functions.
- Be informed about the organization's mission, services, policies and programs.
- Review the agenda and pertinent information prior to meetings.
- Serve on committees and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the organization.
- Keep up to date on news related to the organization's field.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the annual financial statements.

**Legal Responsibilities of Non-Profit Boards**

**Duty of Care:** The Board must exercise reasonable care when making a decision on behalf of the organization. The Board must be mindful of the legal and moral obligations of the organization.

**Duty of Loyalty:** Board members must act in the best interest of the organization at all times. They may not use the information gained about the organization for personal gains. The Board members must be faithful to the organization and its goals.

**Duty of Obedience:** Board members may not act in a manner, inconsistent with the organization's mission. Decisions must be made in accordance with the organization's stated goals. The basis for this, is the public's trust that any donated funds will be used in regard to the organization's stated purpose.