

Nevada Afterschool Network (NAN) Board Members Job Description

*Board members have the fiduciary, or legal, duties as established in corporate law.
These are the duty of care and duty of loyalty.*

As a NAN Board member, I will perform the **duty of care** by clearly making a reasonable and good faith effort to:

- Be aware of the mission plans and policies that are serving the needs of the community that the Board members represent.
- Regularly attend and fully participate in Board meetings, deliberations and make decisions and other committees and/or task forces in which I serve.
- Come prepared for meetings by reading, reviewing and commenting on all reports; such as, minutes, financial and evaluations.
- Work with and respect the opinions of my peers who serve this Board, and to leave my personal prejudices out of all Board discussions.
- Always act for the good of the non-profit.
- Ensure NAN has sufficient resources, including people, funding and other assets.
- Make serious commitment to participate actively in committee work.
- Participate in fundraising efforts for NAN.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with Board policy.
- Avoid conflict between my position as a Board Member and my personal or professional life. If such a conflict does arise, I will declare the conflict before the Board and refrain from voting on matters in which I have conflict.
- Support in a positive manner all actions taken by the Board of Directors even when I am in the minority positions on such actions.
- Agree to serve on at least one committee, attend all meetings, and participate in the accomplishment of committee objectives.

Specific Responsibilities:

- Hire, support, evaluate, and discharge the Executive Director.
- Review and approve annual budget and the strategic plan.
- Review and approve major organizational decisions, commitments, and plans including expenditures, loans and leases
- To evaluate progress toward program and financial goals.
- To ensure the continuity of the organization through development and recruitment of Executive Staff.
- In conjunction with Executive Director, provide leadership on organizational transition, structure and planning.
- Conduct affairs of the Board including Board development, transition, self-evaluation and effectiveness.

If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a Board member/officer.

Print Name

Date

Signature