

DAHLIA LIVING BOARD OF DIRECTORS

EXPECTATIONS & RESPONSIBILITIES

1. Attend meetings and participate in committee activities. Due to the requirement that attendance records must be kept and provided to all grant makers upon request:
 - Two consecutive, unexcused Board meeting absences may constitute voluntary resignation by a Board member.
 - Upon the incidence of a third excused Board meeting absence (in a one-year period), the member may be asked to provide the Board with reasonable evidence that the member's status will remain active.
 - Upon the incidence of four (4) absences (excused or unexcused) in a one-year period, the member may be asked to consider serving as an Advisory Board Member rather than as a member of the Board of Directors.
2. Accept responsibility to become educated and involved in Board decision making for:
 - Agency's Mission Statement
 - Goals and objectives of the agency
 - Policy development
 - Program development and evaluation and/or
 - Strategic planning
3. Act as trustees of the agency on behalf of its donors and funding sources.
4. Participate in agency fund raising and fund development.

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EXPECTATIONS & RESPONSIBILITIES (CONT.)

5. Represent DAHLIA Living in the community and be alert to external issues which should be brought to the attention of the Board.
6. Monitor and evaluate the agency's operations.
7. Execute and abide by the terms of the "Conflict of Interest Statement" attached as Exhibit A to this Handbook.
8. Respect the other board members, staff and volunteers.
9. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
10. Stay informed about committee matters, prepare themselves well for meetings, and review comments on minutes and reports.
11. Get to know other committee members and build a working relationship that contributes to team building and consensus
12. Be an active participant in the committee's annual evaluation and planning efforts.
13. Participate in fund raising for the organization.
14. Recruit other volunteers to the Board.