



BOARD OF DIRECTORS JOB DESCRIPTION

TITLE: Member, Board of Directors **TERM:** Three years

PURPOSE: To determine policies, procedures and regulations for SSP; to ensure sufficient funds to finance the organization and its program; and to monitor organization performance.

QUALIFICATIONS: All members of the Board of Directors are selected for their individual qualities and demonstrated abilities in leadership. Among the desirable qualifications for individual Board members are:

- Enthusiasm for sailing and SSP's goals and mission.
- Demonstrated interest in community service.
- Willingness to give time, effort and resources to the work of the organization.
- Determined to hold this agency to a high standard of performance and actively help to make this a world class organization.
- Willingness to offer special skills, knowledge and expertise of any kind, in any field, that are needed by the organization.
- Willingness to become sufficiently knowledgeable about our organization and its operations to make informed decisions.
- Courage to state one's view on important issues.
- Willingness to accept and support decisions democratically made.

RESPONSIBILITIES: Individual Board members accept a variety of responsibilities and fulfill numerous expectations. Each member should:

- Attend all Board meetings and committee meetings, training sessions, and special meetings as appropriate.
 - Understand SSP and its purpose, goals, objectives, program and functioning.
 - Make decisions on issues, policies, goals and objectives based on careful consideration of the facts and all relevant data.
 - Participate fully and openly in meetings, sharing insights, ideas, and suggestions.
 - Keep informed and know what's going on in SSP; never hesitate to ask questions or request information.
 - Use organizational communication methods (web-based management and

- communication).
- Arrive at meetings on time and stay for the full agenda unless otherwise notifying the Board of committee chair.
- Respect the confidentiality of the Board's business.
- Provide counsel, advice and encouragement to staff and other board members.
 - Recruit other board members and volunteers.
 - Serve on committees (at least one), and accept special assignments as requested and as possible.
 - Provide reports and evaluations for the Board.
- Give fully and enthusiastically of time and expertise, as appropriate and needed.
 - Document volunteer hours.
 - Keep lines of communication open and know what is going on.
- Participate in campaigns, solicit funds, and open doors for others to raise funds.
 - With full respect given to each individual's unique situation, all Board Members are asked to make a monetary contribution to SSP that is personally significant. Attendance at and participation in at least two community outreach events per year.
 - Using their network find and refer potential individual, corporate, and grant donor opportunities to the Fund-Raising Committee.
- Make safety a Number One Priority, being proactive and on-call for emergencies.

I understand and agree to comply with:

- The Bylaws and Articles of Incorporation
- The Board liability insurance program
- Conflict of interest policy
- Equal opportunity and avoidance of discrimination

Signature

Date

Print name