

Conflict Resolution Center of Montgomery County, Inc. Expectations for Board Members

The Board of Directors of CRCMC is legally and ethically responsible for all of CRCMC's activities.

The Board is responsible for:

- Determining how CRCMC carries out its mission through long and short range planning and review.
- Adopting an annual budget and providing fiscal oversight, including arranging an annual financial audit or review.
- Recruiting, orienting and providing ongoing education for Board members.
- Hiring, and evaluating the performance of, the Executive Director.
- Evaluating its performance and the overall performance of the organization in achieving its mission.
- Establishing policies for the effective management of the organization.

Responsibilities of Directors

- Understanding and promoting CRCMC's mission.
- Being familiar with the organization's programs and operations.
- Being an active working member of at least one Board committee.
- Participating in resource development and fundraising.
- Making an annual gift to the organization commensurate with their ability.
- Advocating on behalf of CRCMC.
- Helping to educate the community, including potential volunteers, clients, donors, and partners regarding CRCMC, its goals, and its programs.
- Reviewing Board meeting materials before the meeting and participating in Board meetings.
- Reviewing the organization's Form 990 before its submission to the Internal Revenue Service.
- Identifying any potential conflicts of interest.

Time Demands (approximate)

- Board meetings: Prepare for, attend, and actively participate in at least 75% of Board meetings. We have six to ten monthly Board meetings per year. Meetings last two to three hours. Materials will be sent out for your review approximately one week before each meeting.
- Committee work: Participate on at least one committee. The workload varies but generally requires two to ten hours per month (in addition to attending monthly meetings) for members and more for committee chairs.
- Other meetings: Attend additional meetings as needed, *e.g.*, for strategic planning.
- Events: Attend and help plan Conflict Resolution Day and other outreach, fundraising, and community building events when possible.
- Board education: Participate in annual orientation for new Board members and other workshops as appropriate.

Financial and Resource Development Expectations

- Participate in our fundraising activities. Our general expectation is that each Board member will donate at least \$200 per fiscal year. However, we recognize that everyone's circumstances are different, and that some people can give significantly more than this, while for others such a donation would pose a real hardship. What is critical is that each Board member makes CRCMC a priority in his or her charitable giving.
- Invite new people to our fundraising and outreach events.
- Recruit sponsors if possible.
- Identify and assist in cultivation of potential donors (including individuals, government agencies, corporations and foundation.).