



## **NATIONAL FAMILY ASSOCIATION FOR DEAF-BLIND**

### **Policy: Board Member Roles and Responsibilities**

**Date Effective: 9.2018**

**Date Revised: 4.28.2021**

The Board shall control and manage the business and property of the Association, subject to the requirements of the law, the Certificate of Incorporation, and these By-laws. (Article III, Sec.1)

#### Specific Roles and Responsibilities of NFADB Board Members:

- Determine the organization's mission and purpose and ensure its programs and services are consistent with the mission, and review periodically.
- Be informed about the organization's mission, services, policies and programs.
- Ensure legal and ethical integrity, seeing that legal standards and ethical norms are respected, including confidentiality about all internal matters of the organization.
- Participate as a member of the Board, attending all regular and special meetings, both onsite and via web conferencing on camera, as scheduled.
- Provide written notice to the Secretary prior to a meeting if unable to attend, in order to be excused.
- Review agenda and supporting materials prior to each board and committee meeting.
- Make a serious commitment to serve on two committees and offer to take on special assignments.
- Act as an Ambassador for the organization and be responsible to advocate for the organization in their community and circle of influence.
- Assist in identifying and recruiting board members who would help serve the mission of the board and bring unique skills and/or resources to the board.
- Keep up to date on developments in deaf-blindness.
- Ensure adequate financial resources in order for the organization to fulfill its mission.
- Assist the board in carrying out its financial responsibilities, such as reviewing the organizations financial statements and reports. Provide financial oversight by assisting in developing an annual budget and ensuring proper financial controls are in place.
- Contribute, when asked, to the organization's progress reports.
- Disclose conflicts of interest as they arise, and maintain joint responsibility with all board members to determine if a conflict of interest occurs. Complete and update a Conflict of Interest Statement annually.
- Reply to email correspondence within 72 hours, or as per requested deadlines, if applicable. Allow a minimum of three day waiting period when a board vote is requested in order to allow time for board discussion.
- Maintain current membership status by paying dues and keeping a current profile on the website. Contribute to the Sunshine Fund on an annual basis by March 31.
- Responsible for keeping NFADB documents, committee notes, minutes and action plans in G Suite.