



Board of Directors Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Businesses Ending Slavery and Trafficking (BEST) in order to support the organization's mission and needs.

Mission statement: Businesses Ending Slavery and Trafficking aligns and equips business leaders to use the power of business to prevent human trafficking in their local communities and abroad.

Major responsibilities:

- Organizational leadership and planning
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

Length of Term:

Members commit to a minimum 2 years.

Meetings and Time Commitment:

- The BEST Board of Directors requests a commitment 2-5 hours/month for meetings and work on behalf of BEST.
- The Board of Directors will typically meet monthly on the third Thursday of the month at 5:30-7:30pm. Meetings typically last 2-3 hours.
- Committees of the board will meet as necessary to accomplish goals and responsibilities.
- Board members are asked to attend BEST events that are open to the public, as possible. Board members are also invited to attend special events throughout the year.

Expectations of Board Members:

- Attend and participate in board meetings regularly.
- Help communicate and promote BEST mission and programs to the community.
- Become familiar with BEST finances, budget, and resource needs and provide financial oversight.
- Make an annual financial contribution to BEST. While there is no minimum requirement, board members aim to make their contribution to BEST one of their largest philanthropic contributions of the year.
- Assist the board and staff in fundraising efforts.
- Provide input on strategic plans and decisions.
- Attend public BEST events, as possible.

Board Positions and Responsibilities:

A. President

1. Partners with the Director to establish and achieve the organization's mission
2. Provides leadership to the Director, who sets policy and to whom the Director is accountable.
3. Chairs meetings of the Board after developing the agenda with the Director.
4. Encourages Board's role in strategic planning.
5. Appoints the chairpersons of committees, in consultation with other Board members.
6. Serves *ex officio* as a member of committees and attends their meetings when invited.
7. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
8. Monitors financial planning and financial reports.
9. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
10. Evaluates annually the performance of the organization in achieving its mission.
11. Performs other responsibilities assigned by the Board.

B. Vice President

1. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
2. Reports to the Board's Chair
3. Oversees Board Development (develops plan to recruit potential board members and makes recommendations to Board)
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board.

C. Secretary

1. Maintains records of the board and ensures effective management of organization's records
2. Ensures agendas are distributed before each meeting
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting

D. Treasurer

1. Familiarity with Quickbooks (preferred).
2. Ensure that money is received properly and deposited in appropriate accounts.
3. On a quarterly basis, review financial documentation to ensure a transparent and appropriate expenditure of funds.
4. Review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations, and on a consistency between the budget and the organization's plans.
5. Report to the board any financial irregularities, concerns, opportunities.
6. Recommend financial guidelines to the board.
7. Work with staff to design budget reports and ensure that reports are accurate and timely.
8. Advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

E. Fundraising Chair (optional)

1. Work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, sponsorship, etc.
2. Work with Director in efforts to raise money.
3. Take the lead in certain types of outreach events, such as planning a fundraising party, etc.
4. Be responsible for involvement of all board members in fundraising.
5. Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.