

LEE COUNTY RED CROSS BOARD MEMBER JOB DESCRIPTION

Purpose: Aid board members in understanding their roles and responsibilities on the board.

DATE: July 1, 2008 - June 30, 2009

TITLE: Member, Board of Directors

KEY RESPONSIBILITIES:

- Implement policies and procedures contained in the corporation's charter, bylaws, code of procedure, and chapter bylaws as established by the national Board of Governors; monitor the policies of the chapter's board of directors. Develop, monitor, and evaluate strategic plans and financial and human resources [paid and volunteer staff] to meet the needs of the chapter's jurisdiction.
- Contribute time and money to fundraising and membership enrollment campaigns.
- Approve and monitor budget system based on expected revenue and the needs of the chapter's jurisdiction.
- Monitor fiscal controls and ensure accountability.
- Monitor the management of Red Cross property, including acquisition and disposition.
- Ensure effective public relations for the Red Cross organization.
- Develop, monitor, and review human resources policies for paid and volunteer staff.

OBLIGATIONS:

- Attend or be excused from board and committee meetings.
- Review and question reports.
- Participate actively on the chapter board and at least one committee.
- Give an annual gift (i.e. \$100.00 a year breaks down to only \$ 8.34 a month).
- Commit to an annual fundraising project (Goal: \$ 1,000 + per Board member)
- Represent Chapter at special events and fundraising events
- Volunteer
- Receive training in at least one line of service (disaster, armed forces, health & safety, biomedical, project share, youth services etc...)

ELECTED BY: Chapter Board

LENGTH OF TERM: If in compliance with bylaws and board member obligations, members serve a three-year term [may be elected for a second

term]. Of course members may step down at any time if their schedules change.

TIME COMMITMENT: Two to five hours monthly for meetings; time required to represent the Red Cross in the community and financial development activities

REPORTS TO: Chapter Chairperson

SUPPORTED BY: Chapter Executive Director and Chapter Staff

QUALIFICATIONS:

- Commitment to Red Cross mission and values.
- Knowledge of and influence within the community.
- Willingness to serve and contribute both time and money.

LEADERSHIP DEVELOPMENT OPPORTUNITIES:

- Red Cross Board Orientation
- Red Cross leadership materials
- Red Cross seminars and conferences
- State and regional councils, national committees, and national conventions

I understand the responsibilities and obligations expected of me as a member of the Lee County Red Cross board of directors. I agree to serve for the term beginning July 1, 2008 and ending June 30, 2009. During that term I will actively and responsibly represent the Red Cross in the community.

Signature _____
Date

As chairperson of the Red Cross board of directors I understand my responsibility to honestly and fairly represent the responsibilities and obligations of board membership. I agree to provide ongoing communications and leadership to board members. I have met with _____ to discuss the terms of this job description.

Signature _____
Date

*Excerpted from The Work of a Chapter Board, GSD #A2355