

## **Board Member Job Description Goodwill of the Heartland**

**Overview:** The Board is responsible for the governance of the organization, for the stewardship of assets, and for the realization of the mission. Their three legal fiduciary duties are the Duty of Care (exercising their responsibilities in good faith and with diligence, attention, care, and skill), Duty of Loyalty (placing the interests of the organization before their private interests), and Duty of Obedience (carrying out the purposes and mission of the charitable not-for-profit, complying with federal and state law, doing required filings and complying with governing documents).

### **Responsibilities of the Board**

- 1. Determine the mission and purpose of Goodwill.** It is the Board's responsibility to create the organization's mission statement and review it periodically.
- 2. Select the President.** The Board should approve the President's job description and undertake a careful search process to find the best-qualified person for the position when a vacancy occurs.
- 3. Support the President and provide an annual performance review.** The Board should ensure that the President has the moral and professional support needed to further the goals of the organization. The Board, in partnership with the President, should provide an annual evaluation of performance.
- 4. Ensure effective organizational planning.** As stewards of Goodwill, the Board must actively participate with the staff in a strategic planning process and assist in implementing the plan's goals.
- 5. Ensure adequate resources.** It is the ultimate responsibility of the Board to provide adequate resources for Goodwill to fulfill its mission. The Board should work with the President and staff to raise funds from the community.
- 6. Manage resources effectively.** To serve the public trust and maintain accountability, the Board should help develop and provide final approval of the annual budget, and should ensure that proper financial controls are in place.
- 7. Determine, monitor, and strengthen Goodwill programs and services.** It is the Board's role to ensure that Goodwill adopts programs and services that advance its mission and that are consistent with the

mission. The Board should monitor the effectiveness and efficiency of all programs and services.

- 8. Enhance Goodwill’s Public Standing.** The Board is Goodwill’s primary link to the community, including constituents, the media, and the public. The Board should assist with articulating Goodwill’s mission, accomplishments, and goals, as well as garnering support from key members of the community.
- 9. Ensure legal and ethical integrity and maintain accountability.** The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The Board should establish pertinent policies and adhere to provisions of the Goodwill Bylaws, Articles of Incorporation, Board Policies and Guidelines, and the Policy on Ethics, Governance and Risk Oversight.
- 10. Recruit and orient new Board members and assess Board performance.** The Board should determine and articulate its need for member experience, skills, influence, and other attributes, then orient new members to the Board and the organization. The Board should periodically assess its own effectiveness and identify areas for improvement.

### **Individual Board Member Responsibilities**

- Attend Board and committee meetings and special events.
- Be informed about Goodwill’s mission, services, policies, and programs.
- Review agenda and supporting materials prior to Board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Make a personal financial or material contribution to Goodwill.
- Inform others about the mission and work of Goodwill.
- Suggest potential nominees to the Board who can make significant contributions to the work of the Board and to Goodwill.
- Follow conflict of interest and confidentiality policies as outlined in the Policy on Ethics, Governance and Risk Oversight.
- Refrain from making special requests of the staff.
- Assist the Board in carrying out its fiduciary responsibilities.

**Approved by Board of Directors**

**Date** \_\_\_\_\_

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Secretary, Board of Directors