
BOARD MEMBER JOB DESCRIPTION

Title: Board Member

Purpose: In order to take effective action, ASK's board requires dedicated people with community and professional expertise to guide the governance of the agency. The board must be comprised of more than 51% family members of persons with a disability and/or person with a disability themselves.

Key Responsibilities

- Participate in a Board Member Orientation upon joining the board of directors.
- Participate in the annual, weekend-long, Face-to-Face board meeting that includes a quarterly meeting, training, and strategic planning.
- Annually, read, understand and sign the board policy/procedure manual agreement and conflict of interest statement
- Attend quarterly, virtual/phone board meetings.
- Participate in annual budget development and ongoing budgetary oversight through learning to read and understand financial statements, and reviewing/approving financial statements at quarterly board meetings.
- Annually, pledge and make a financial donation that is meaningful given each board member's situation.
- Ensure effective organizational practices.
- Participate in ASK fundraising planning and ensure availability of adequate resources to carry out the mission of ASK.
- Provide oversight to ensure resources are managed effectively.
- Enhance the organization's public image
- Serve as a court of appeal to resolve conflicts as necessary
- Participate in Board self-evaluations
- Participate in selection of the ASK Executive Director (ED) and in annual performance review of ED.
- Participate in at least one board committee as appointed by the Board President.
- Act as advocate for the individuals and families served by the ASK Projects and
- Participate in ASK community awareness and fundraising events

Appointed By: Board president

Length of Term: 3 year(s)

Term Limit: 4 terms of 3 years or 12 total years

Time Commitment: Negotiable to meet the requirements

Reports To: Board President and board

Supports: Executive Director and staff

Board of Directors | **President** Melanie Gage **Vice President** Dominique Benford **Treasurer** Ken Gertler **Secretary** Shellie Peters
Members | Tammy Rasmussen, Rhonda Haitz
Corporate Advisory Board | **Chair** Jena Luksetich
Members | Jacque Butzke, Jade Ewoldt, Sean Gertler, Tracy May, Eric Peterson, Katie Popp, Linda Richardson

Qualifications

- A commitment to ASK and an understanding of ASK and its vision, mission, values, strategic goals, projects, products, services, and the responsibilities and relationships of governance and management of the board and staff.
- An ability to work with the Executive Director, board and staff, as needed, to fulfill this role.