



BOARD MEMBER JOB DESCRIPTION

Title: Board Member

Purpose: In order to take effective action, the ASK Resource Center (ASK) board requires dedicated people with community and professional expertise to guide the governance of the agency. The board must be comprised of more than 50% family members of persons with a disability and/or persons with a disability.

Key Responsibilities

A. Administrative

1. Participate in Board orientation; understand and sign Board Commitment agreement and policy/procedure manual agreement
2. Attend meetings of the Board of Directors, as stated in ASK's by-laws
3. Participate in the annual Board retreat/strategic planning sessions
4. Participate in budget development process with Executive Director and project staff
5. Ensure effective organizational practices
6. Participate in ASK fundraising activities and ensure availability of adequate resources to carry out the goals of ASK
7. Provide oversight to ensure resources are managed effectively
8. Enhance the organization's public image
9. Serve as a court of appeal to resolve conflicts as necessary
10. Participate in Board self-evaluations
11. Participate in selection of the ASK Executive Director (ED) and in annual performance review of ED

B. Committee Membership

1. Participate in at least one board committee as appointed by the Board President.

C. Other

1. Act as an advocate for the individuals and families served by ASK projects and programs
2. Participate in ASK community awareness and fundraising events

Appointed By: Board President

Length of Term: Three (3) years

Term Limit: Three (3) terms of three (3) years or a total of nine (9) years

Time Commitment: Negotiable to meet the requirements of the committee

Reports To: Board President and board

Support: Executive Director and staff

Qualifications

- A commitment to ASK and an understanding of ASK and its principles, mission, goals, services, and the responsibilities and relationships of governance and management of the board and staff specifically in relation to the committee served.
- An ability to work with the ED, board and staff as needed to fulfill this role.