



Board Director Job Description

Three Legal Duties:

- Duty of Care:* Directors and officers must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs.
- Duty of Loyalty:* Directors and officers must act in good faith and in a manner that does not harm the organization to the benefit of the director or officer. Avoid any conflicts of interest or appearances of impropriety.
- Duty of Obedience:* Directors and officers must comply with the provisions of the articles of incorporation, bylaws, and state laws, and should safeguard Habitat's mission.

General Expectations:

- Know and support the organization's mission, purposes, goals, policies, programs, services, strengths, and needs.
- Give an annual gift according to personal means.
- Attend a minimum of 75% of all meetings.
- Serve as a liaison to a standing committee.
- Dedicate 6 to 10 hours per month distributed among: Board meeting, Committee meeting, Special events.
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Job Duties include:

1. Manage the affairs and business of the corporation in keeping with the law and the by-laws of the corporation.
2. Prepare for the meetings to include review ED reports, financial reports, previous meeting minutes, and any special correspondence.
3. Stay informed about what is going on in the organization from newsletters, emails, or media outlets.
4. Select, appoint, and evaluate the Executive Director.
5. Manage the affairs and business of the corporation in keeping with the law and the by-laws of the corporation.
6. Manage resources wisely for the purposes of the corporation.
7. Ensure effective organizational planning including budgeting.
8. Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
9. Assess and improve the Board's own performance.
10. Suggest possible nominees to the board who can clearly make significant contributions to the work of the Board and Habitat's progress.
11. Director reports to the President of the Board.

Terms:

Each Director elected shall serve for a term of two (2) years
A Director may serve no more than four (4) consecutive full terms, but may be elected again after a one (1) year sabbatical.