

SHASTA COUNTY PRIVATE INDUSTRY COUNCIL
dba SMART BUSINESS RESOURCE CENTER

The Role of the Board of Directors is to:

- determine jointly with staff the organization’s mission, set policies for its operation and establish its general course from year to year.
- establish fiscal policy and boundaries, and approve and monitor budgets.
- provide adequate resources for organizational programs through direct financial contributions and a commitment to fund raising.
- appoint and evaluate the Executive Director.
- develop and maintain a communication link to all segments of the service area.
- ensure that the provisions of the organization’s charter and the law are being followed.
- provide for the continuity and continuing development of the Board.
- attend and actively participate in all meetings and other events.

Equally important are those areas of responsibility not appropriately undertaken. The Board of Directors should *not*:

- engage in day-to-day operations of the organization.
- hire or evaluate staff other than the Executive Director.
- make detailed programmatic decisions, beyond involvement in developing and approving the long-range plan.

Governance responsibilities of the Board of Directors:

Accountability

Aware of legal and fiduciary responsibilities
Insures 501(c)3 status is maintained
Approves contracts
Avoids conflict of interest
Attends all scheduled meetings
Knows organizational and individual liabilities
Exercises prudent judgment
Adheres to appropriate laws

Planning

Develops an organizational long-range plan
Reviews and updates mission
Works with staff to:
 establish goals to accomplish mission
 prepare objectives to achieve goals
Approves staff-prepared action plans
Monitors the plan
Conducts annual review and update of the plan

Fund Raising

Regularly contributes to the organization
Insures necessary resources are available to accomplish goals
Reviews and approves development plans
Actively engages in capital campaigns
Engages in solicitation of community support
Assists volunteers/staff with special events
Uses contacts in the community to insure long-term organizational financial viability

Financial

Reviews financial statements
Approves budgets
Inquires into unanticipated expenditures
Approves certain expenditures and contracts
Oversees investments
Insures investments are consistent with values
Appropriate accounting standards are followed
Schedules regular outside audits
Establishes fair/equitable salaries and benefits

Meetings

Holds regular meetings
Has an attendance requirement
Provides pre-printed agendas
Adheres to established time schedule
Conducts meetings expeditiously
Focuses on policies, planning and evaluation
Meetings are characterized by free and open discussion
Decisions are reached by consensus prior to vote
Written minutes are circulated in a timely manner

Public Relations

Represents the organization in the community
Insures the proper image is projected
Reviews PR campaigns and literature
Insures all community perspectives are presented to the Board
Does not fight organizational battles through the media
Provides training on handling PR and the media
Insures the Executive Director is the official spokesperson