

TSG Board Responsibilities

The board is legally responsible for the operation of TSG.

Standards of Conduct

1. **Duty of Care**

Board member must exercise “reasonable care” when he or she makes a decision for the organization. In this case, “reasonable” is what a prudent person in a similar situation might do.

2. **Duty of Loyalty**

Board member must never use information gained through his or her position for personal gain. This means each member must always act in the best interests of the organization.

3. **Duty of Obedience**

A board member must be faithful to the organization’s mission. This means he or she cannot act in a way that is inconsistent with the organization’s goals.

Board Responsibilities

In addition to standards of conduct, as a governing body, the board has a responsibility to support management and staff, and ensure operations run smoothly and in accordance with the law.

Following, are 10 responsibilities of the TSG Board:

1. Establish mission and purpose.
2. Set policies and ensure effective planning.
3. Monitor and strengthen programs and services.
4. Ensure adequate financial resources.
5. Protect assets and provide proper financial oversight.
6. Build a competent board.
7. Ensure legal and ethical integrity.
8. Enhance the organization’s public standing.

Dedicated Involvement

To properly carry out their roles and responsibilities, all board member must commit to a high level of involvement in the organizations daily operations. A seat on the board requires true dedication and passion for the cause. Individual members of the Board are required to attend all board meetings and functions. They should stay informed about the organizations mission, services, policies and programs. They also should be an ambassador of the organization to strengthen membership.

What Board Members Should Expect

Board members should expect the following:

1. An orientation for new board members to the history, mission, goals, structure and budget of the organization and to the expectations of board members. This orientation should provide them with copies of all governing documents and board policies.
2. Regular board meetings, scheduled well in advance.

3. Regular and financial reports which include: income and expense statements.
4. An active role in setting policy for the organization. At minimum, the board should have a very active role in any changes to the mission, values and primary goals of the organization, and to the bylaws or articles of incorporation, and be part of the strategic planning work for the organization.

Individual Board Responsibilities

Board Chair

Venue set up
Set up of board and Membership meetings
Final say on budget
Update nonprofit status
Keep up correspondence with membership

Past Chair

Consult
Recruiter
Help out where needed
Signs all checks

Secretary

Send out renewals
Take notes and both board and membership meetings
Upload meetings to shared drive
Signs all checks

Treasurer

Banking
Balance checking account
Renew PO Box
Pay out expendables

Board Member

Social Media
Accept people on Facebook
Back up for secretary

Board Member

Prepare annual meeting: where, why, when
50/50 raffle
Lead the Jean Yoon Leadership award committee