



Board of Director, Officer, and Chair Expectations

Revision Date: May 2018

Directors: Guide Friends of the Carpenter toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies. They ensure the organization has adequate resources to advance its mission.

Expectations include:

- Become informed about Board responsibilities and current issues.
- Regular preparation, attendance and participation at board and related meetings.
- Participate in committees or other assignments.
- Participate in fundraising efforts through personal investment, involvement and influence.
- Donate financially to FOC on an annual basis to ensure a board with 100% donation rate (no stipulation on dollar amount)
- Build good working relationships with donors, sponsors, volunteers, staff, and other board members to increase effectiveness and advance positive outcomes.
- Honor appropriate confidentiality and respect.
- Understand the vision, mission, values, and goals of Friends of the Carpenter, as well as operational policies, programs, and guidelines.
- Organizational and personal ethics - Avoid special interests/causes and conflicts of interest in order to protect the reputation and effectiveness of the organization.
- Rely on God. Personal and communal faith practices are encouraged. Seeking God's guidance is an integral part of this ministry.

Officer and Committee Chair Expectations

President:

- Provides leadership to the Board of Directors. Chairs meetings and develops agenda in partnership with the Executive Director.
- Recommends the appointment of committee chairs/members. Serves ex officio as needed or appropriate.
- Discusses issues of concern with the Chief Executive.
- Monitors and evaluates financial/program reports and keeps Directors informed.
- Evaluates the performance of the Executive Director/the organization on a regular basis.

Vice President: Performs President's responsibilities when President is not available.

Secretary: Completes minutes of board meetings and ensures records are maintained.

Treasurer: Completes periodic financial reports for board review, including the annual budget, and recommends financial policies and procedures to the Board.

Committee Chair: Works closely with the Executive Director/Staff to oversee the area of responsibility and reports to the Board on committee decisions/recommendations.