



Position Description | Member of the Board

Term of office.....Three Years
 Term limits.....None
 Reports to.....President of the Board

Estimated Time Requirements

Monthly Board Meetings.....2 hours per meeting (24 hours/year)
 Committee Meetings*1.5 hours per meeting (18 hours/year)
 Meeting Preparation/Planning..... 1 hour per month (12 hours/year)
 Special Activities/Events..... 10 hours per year
 Total 64 hours per year

**Dependent on the frequency of meetings*

Qualifications

- Commitment to Disability Empowerment Center’s mission of promoting complete and unconditional integration of persons with diverse disabilities in all aspects of life in our community.
- Ability to understand and embrace the independent living philosophy and employ its principles in all aspects of Board operations.
- Knowledge and/or skills that enhance the functioning of the Board.
- Willingness to commit at least 64 hours per year to Disability Empowerment Center.
- Understanding of Disability Empowerment Center’s programs and services.



Responsibilities

- Establish general policy governing Disability Empowerment Center.
- Stay informed and aware of Disability Empowerment Center's mission, services, policies, programs, and special projects.
- Participate in Board and assigned committee meetings as well as Disability Empowerment Center functions.
- Participate in training opportunities
- Monitor Disability Empowerment Center's finances.
- Assist in fundraising efforts to support Disability Empowerment Center and its programs.
- Make a personal contribution (financial, service, and/or additional volunteer time) to Disability Empowerment Center.
- Participate in the development of long-range goals (or strategic plan) for Disability Empowerment Center and evaluate progress.
- Serve individually and collectively as a public and political advocate for the mission and activities of Disability Empowerment Center.
- Adhere to Conflict of Interest and Confidentiality Policies.
- Evaluate Board efficacy and provide for self-perpetuation.
- Assist in recruitment of nominees to the Board who can make significant contributions to building the capacity and furthering the mission of Disability Empowerment Center.
- Assist in recruitment of Volunteers for various committees and events.
- Fulfill all responsibilities of an Officer/Board Member as presented in the by-laws.
- Address major organizational issues.
- Demonstrate care and loyalty and exercise good business judgment.
- Ensure ethical and legal conduct by all officers and employees.



What Board Members Can Reasonably Expect of Staff

- Commitment to the independent living philosophy and implementation of these principles in all aspects of agency operations.
- Adequate preparation for meetings in which the board member must play a leadership role.
- Complete, concise, and accurate information.
- Attention to details at meetings, trainings, conferences, etc.
- Candor in all individual and organizational relationships.
- Judicious use of time.
- Fulfillment of commitments and meeting deadlines.
- Prompt response to requests for information.

What Staff Can Reasonably Expect of Board Members

- Leadership
- Respect
- Support in controversial situations.
- Loyalty and commitment to confidentiality.
- Sensitivity to organizational, community, and/or political pressures.
- Organizational knowledge and ability.
- Fulfillment of commitments and meeting deadlines.

I understand the expectations outlined in the Position Description and make a commitment to support the Disability Empowerment Center as a member of the Board of Directors.

Board Member Signature

Date