**2022 Job Description for Kans for Kids Board Membership**

**Position**: Member of Board of Directors

**Length of Term**: 3 years (two term limit)

**Reports to**: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning.
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

Responsibilities:

1. Understand and promote the organization’s mission
2. Be familiar with the organization’s programs, policies, and operations
3. Be familiar with the children of Kans for Kids
4. Attend board meetings and appropriate committee meetings
5. Actively serve on at least one committee and offer to take on special assignments
6. Review agenda and supporting documents prior to meetings
7. Participate in fund raising activities and special events
8. Strictly adhere to conflict of interest policies
9. Strictly adhere to confidentiality policies

Time Demands (approximate):

1. Attend and actively participate in monthly board meetings
2. Attend and actively participate in committee meetings and related work as determined by the committee chair
3. Attend special events such as fundraisers
4. Volunteer to chair, co-chair or be a member of a fundraising/event committee (minimum of 2 per year)
5. Attend new board member orientation
6. Meet with potential donors/funders to make a case for funding the organization, answer questions, etc.

Financial and Resource Development Expectations:

1. Sell tickets to fundraising events
2. Recruit sponsors, as needed
3. Identify and cultivate potential donors

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Board Member Signature Date

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Board President Signature Date