

***The Tiny Tim Center***  
***DBA TLC Learning Center***  
***Summary of Board of Directors Responsibilities***

*As a member of TLC Learning Center Board of Directors, I will strive to assist children in reaching their highest potential, and to that end I will:*

- Attend board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies and programs.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Basic responsibilities\*:

- Determine the organization's mission and purpose
- Select the Executive Director
- Support the ED and assessing his/her performance
- Ensuring effective organizational planning
- Ensuring adequate resources
- Managing resources effectively
- Determining and monitoring the organizations programs and services
- Enhancing the organizations public image
- Ensuring legal and ethical integrity and maintaining accountability
- Recruiting new board members and assessing the board's own performance
- Maintain personal ethical values and practices that reflect the mission of the agency

Personal Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate ones self.
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, concern for our nonprofit's development, a sense of humor.

\*From *Ten basic Responsibilities of Nonprofit Boards* by Richard Ingram (Washington DC: National Center for Nonprofit Boards, revised 1996.)