



44000 Old Warm Springs Blvd.  
Fremont, CA 94538

## **Member of the Board of Directors**

### **Minimum Prerequisites**

Submit completed Board application. After application is approved (a) observe minimum of three sites during operating hours, (b) observe minimum of one Board of Directors Meeting, (c) submit letter of interest. After letter of interest is read and approved by Personnel Committee, make appointment for interview.

### **Purpose of Position**

Together with other members of the Board is legally and morally responsible for all activities of the agency. The Board is solely responsible for determining agency policy, approving the annual budget, and determining the goals of the agency.

### **Key Responsibility Areas**

- A. Policy Administration - Continue the legal existence of the conduct of the agency business. Responsible for adopting by-laws and policies and ensuring that the agency operates within them.
- B. Evaluation - Regularly evaluate the agency's operations and maintain standards of performance. Monitor the activities of the agency, including: reviewing committee reports, confirming, modifying, or rejecting proposals.
- C. Public and Community Relations - Give sponsorship and prestige to the agency and inspire confidence in its services. Interpret the work of the agency to the community. Relate the services of the agency to the work of other agencies and focuses on social reform and progress in the community as a whole.
- D. Personnel - Select, employ and evaluate the Executive Director. Approve job policies which govern the administration of personnel and the creation of new positions. Participate in recruitment, selection, and development of board members. Act on grievances.
- E. Finance - Approve and monitor fiscal policy and the corporate finances of the agency. Authorize and approve the annual audit and budget.

### **Minimum Job Requirements**

1. An interest in the agency's service goals and interest in public service.
2. Specific experience and /or knowledge in at least one element: Administration, Finance, Human Resources, Program Development & Evaluation, Public Relations, Communications, Law, or Pediatric Medicine.
3. Visit two centers per calendar year during operating hours.
4. Actively participate in special workshops and agency retreats.
5. Participate effectively in one or more of the Board Committees: Finance, Human Resources, Planning, Fundraising & PR.
6. Continuity of attendance and participation as a policymaker and planner is a critical part of the job. Monthly Board and committee meetings:
  - a. Attend regularly and be on time.
  - b. Become well informed (in advance) on agenda items.
  - c. Contribute knowledge and express points of view relevant to the agenda items.
  - d. Consider other points of view, make constructive suggestions, and help the Board members make group decisions reflecting the thinking of the total Board.