

CRIME STOPPERS OF RACINE COUNTY BOARD OF DIRECTORS JOB DESCRIPTION

A. DUTIES

- Attend regular meetings of the Board, committee meetings as assigned, and other organization functions and special events
- Be informed about the Organization's mission, strategic plan, policies and programs
- Review meeting agendas and supporting materials prior to meetings
- Serve on at least one Committee as required

B. QUALIFICATIONS

- Have a concern for the Organization's development and a desire to advance the mission of the Organization
- Have the willingness to build a collegial working relationship that contributes to consensus
- Have the necessary time to commit to the position

C. RESPONSIBILITIES

1. Policy Administration

- Understand, convey, and fulfill the organization's mission and purpose and ensure that the Organization meets the needs of its constituents
- Develop, implement, and monitor policies that determine the purpose, governing principles, and course of action of the Organization
- Ensure legal and ethical integrity by the Organization in the conduct of business
- Be familiar with, review and approve major plans and programs

2. Evaluation

- Set standards of performance for the Board and the Organization, and monitor and assess progress, based on the Organization's mission and Strategic Plan
- Review annually the Organization's accomplishments for the previous year, Board performance, and member program needs
- Review reports of Board committees; counsel and provide good judgment on plans of the Board and committees

3. Meet Fiduciary Responsibilities

- Assure that the Organization remains financially sound through the review and approval of an annual budget, the review of periodic financial statements, and the review and approval of the annual financial examination
- Participate in resource development to carry out the Organization's mission

4. Public Image of the Organization

- Assume an advocacy role on behalf of the Organization; inspire confidence in the Organization and its programs
- Enhance the Organization's Public Image
- Develop and approve statements on public policy pertaining to current programs
- Know the official position of the Board of Directors on issues facing the Organization
- Support relationships with other Organizations

5. Professional and Ethical Standards

- Maintain the confidentiality of issues discussed within board meetings
- Support the outcome of decisions, even when not in agreement
- Sign a conflict of interest statement annually listing any potential conflicts up front and abstain from voting when appropriate
- Respect and support other Board Members, Staff and Independent Contractors
- Maintain open and positive lines of communications with Board Members, Staff and Independent Contractors