

## **JOB DESCRIPTION**

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### **BOARD MEMBER**

As the Board Member of the Disability Law Center Board of Directors, I agree to perform the following duties to the best of my ability:

- Attend all Board Meetings
- Define and oversee the mission of the organization and hold it to a high standard of performance;
- Provide strategic guidance to the organization and the Executive Director;
- Select, support, and evaluate the Executive Director;
- Participate in the Board's planning sessions;
- Participate in at least one Board training event and an annual evaluation to identify ways in which the Board can improve its performance
- Ensure continuous Board improvement;
- Make an annual monetary donation of a personally significant amount on an annual basis;
- Serve on one Board Committee (standing or ad hoc);
- Understand the roles and responsibilities of being a Board member and be sufficiently knowledgeable about the organization and its operations to make informed decisions;
- Read the materials distributed to the Board and be prepared at Board and Committee meetings;
- Arrive at meetings on time and stay for the full agenda unless notice has been given to the Board President or Committee Chair;
- Before casting a vote or making a decision, ask for clarification on any matters or material that is not understood;
- Actively work towards decisions and solutions that are in the organization's best interest. (Speak with one voice);
- Respect the confidentiality of the Board's and Corporation's business;
- Listen carefully and with an open mind to other Board members, the Executive Director, and Staff.

Additionally, I agree to be informed about and to observe the Bylaws of the Disability Law Center of Alaska.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_