



Member of the Board

The Full Board's Responsibilities:

1. Establish policies and procedures.
2. Follow the organization's bylaws and articles of incorporation and maintain best non-profit, 501 (c) 3 practices.
3. Secure adequate funding through renewal of the Municipal Service District, local government requests, and special events and donations.
4. Monitor finances.
5. Participate in the development of an annual Plan of Work.
6. Support ADDC's officers and board of directors.
7. Approve candidates for ADDC's board of directors and elect officers of the board annually.

Individual Board Member's Duties:

1. Attend at least 60% of the total meetings of the board on an annual basis.
2. Attend committee meetings and activities, including special events and board training and planning sessions.
3. Become knowledgeable about the Main Street Program and ADDC.
4. Come to board meetings well-prepared and well-informed about issues on the agenda.
5. Contribute to meetings by expressing your point of view.
6. Consider other points of view, make constructive suggestions and help the board make decisions that benefit the organization.
7. Serve on *at least one* committee.
8. Approve, review, and monitor committee work plans and progress.
9. Be an ambassador and represent ADDC to individuals, the public and other organizations.
10. Support the organization through a personal financial contribution.
11. Assume board leadership roles when asked.
12. Keep the Executive Director and Board informed about any concerns the community has.
13. Be committed to the mission of ADDC and the greater vision for the community and for the ADDC Service Area.
14. Publicly support the decisions of the board once adopted, even if the board member does not individually agree with the decision.
15. Agree to adhere to the ADDC Code of Ethics and Conflict of Interest Policy.

NOTE: Reference attached Board Member Forms

Rationale:

Board members set broad policies and goals, and give the Executive Director the authority to implement them in the day-to-day management of the organization. Individual members of the board, however, have no authority to act independently of the full board. When they do, it can seriously damage the organization's ability to carry out its mission, the board's team spirit and the organization's image in the community.

Board members are also 'trustees' of ADDC who approve an annual budget that ensures it can meet its financial needs. In addition, board members monitor the overall financial health of their organization by reviewing annual reports.

Individual board members should attend all board meetings and actively participate in them, and serve on committees or as board officers. Finally, board members have the responsibility to know and fulfill their proper role as board members and to act in the best interests of ADDC.