



## **Board Member Job Description**

Members of the *Arizona Blind and Deaf Children's Foundation* Board of Directors are critical links to the community and as such are essential and important volunteers. A commitment to serve on the Board carries with it certain expectations, both formal and informal, as outlined below. The goal is for each Board member to contribute, to the best of their personal abilities, the three W's of Board service—*wisdom, work, and wealth*.

*Arizona Blind and Deaf Children's Foundation* is committed to making Board service rewarding and enjoyable, and to assisting Board members in fully utilizing their special skills and talents on behalf of Arizona's blind and/or deaf children.

### **Governance/General Responsibilities (*Wisdom*)**

- Be dedicated to the mission of the foundation, and always be informed about how the foundation strives to meet its mission, as well as the foundation's program and policies.
- Be aware of and execute the formal, legal core of Board roles and responsibilities
- Provide support to fellow Board members and staff as they perform their duties.
- Exercise confidentiality towards *Arizona Blind and Deaf Children's Foundation's* internal affairs; follow conflict of interest and confidentiality policies.
- Provide leadership within the Board and in the community on behalf of *Arizona Blind and Deaf Children's Foundation* and its programs. Keep up-to-date on developments in the organization's field.
- Serve as an informal advocate for *Arizona Blind and Deaf Children's Foundation* in the community.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Provide loyalty and support *Arizona Blind and Deaf Children's Foundation* and its officers in times of controversy or crisis.

### **Active Participation (*Work*)**

- Attend all board and committee meetings and functions, such as special events. Review agenda and supporting materials prior to board and committee meetings.
- Participate on at least one committee.
- Participate in Board orientation to ensure organizational knowledge.
- Provide candid, open and honest feedback and evaluation.
- Take initiative relative to informing *Arizona Blind and Deaf Children's Foundation* about opportunities for funding or program development.

### **Fundraising Support (*Wealth*)**

- Realize that the major activity is fundraising
- Make a personal financial contribution to the organization on an annual basis in accordance with ability to do so.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Identify and approach individuals in the community for volunteer or funding support.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.