



Arizona Blind and Deaf Children's Foundation, Inc.

Investing in the future success of Arizona's children with vision and hearing loss

BOARD MEMBER / DIRECTOR JOB DESCRIPTION

Board of Director members of Arizona *Blind and Deaf Children's Foundation* are our 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.

Arizona Blind and Deaf Children's Foundation's commitment is to make your Board service rewarding and enjoyable, and to help you, the board member, exercise your special skills and talents on behalf of Arizona's children that are blind and/or deaf.

Board of Director members have the following responsibilities:

- 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.
- Realize that the major activity is fundraising
- Attend all board and committee meetings and functions, such as special events. Review agenda and supporting materials prior to board and committee meetings.
- Make a personal financial contribution to the organization on an annual basis in accordance with ability to do so.
- Participate on one or more committees or in an ad hoc manner as requested by the Board chair, CEO or Development Director. Fulfill commitments within agreed-upon deadlines.
- Be aware of and execute the formal, legal core of Board roles and responsibilities. *Be informed about the organization's mission, services, policies and programs.(delete italic because I put it above)*
- 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.
- 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.
- Provide loyalty and support *Arizona Blind and Deaf Children's Foundation* and its officers in times of controversy or crisis.
- Provide sensitivity and support to staff persons and other Board members as they perform their duties. Refrain from making special requests of the staff.
- Exercise confidentiality towards *Arizona Blind and Deaf Children's Foundation's* internal affairs, as discussions at Board meetings, i.e. 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.