



# Board Member Roles and Responsibilities

## OVERVIEW OF TEMPE COMMUNITY COUNCIL

Serving the community since 1972, Tempe Community Council (TCC) is a nonprofit 501(c)(3) organization that works in partnership with the City of Tempe (COT) and community organizations to serve as a planner, advocate and resource to improve the funding and policies affecting human services in Tempe and the surrounding communities.

The mission of TCC is to connect those in need with those who care. TCC does this by convening community, conducting research, determining priorities, implementing effective programs and exemplifying prudent stewardship of resources.

As well as serving the COT, TCC delivers vital direct services to people in need in Tempe.

TCC also works to create a culture of giving through the Tempe Community Foundation (TCF) and the promotion of.

## BOARD OF DIRECTOR'S TERM

Board terms are three years and begin July 1. Board members are eligible for re-appointment to a second term upon completion of their first term.

## ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

### General Responsibilities and Governance

- Complete a Conflict of Interest statement each year.
- Uphold and ensure planning, programs and activities support the organization's values and mission statement,
- Approve Bylaws changes and authorize committees as may be necessary.
- Participate in the annual evaluation of the organization's Executive Director.
- Board members must live or work in Tempe.

### Participation

- Serve as an engaged, informed and enthusiastic TCC volunteer and Board Member.
- Work diligently to enhance the organization's public standing.
- Positively promote TCC in the community as part of an overarching cultivation strategy for community members.

- Actively serve on a minimum of one TCC Board committee per year.
- Get to know other board and committee members and build a collegial working relationship that contributes to consensus.
- Participate in the Agency Review process, including participation in at least one agency site visit per year.
- Actively recruit community members to participate in Agency Review.
- Attend and actively participate in the TCC annual Board of Directors retreat (generally held in June).
- Attend Don Carlos and encourage others to attend and sponsor the event.
- Participate in at least two additional activities throughout the year (such as FSI program activities, roundtables, volunteer recognition event, etc.).
- Review Board and Committee meeting minutes, as well as, other materials in advance of Board meetings.
- Understand and comply with the organization's Bylaws and governing documents.
- Assist with development and implementation of the organization's strategic goals and overarching organizational objectives,
- Comply with the Board's fiduciary responsibilities and all governance models; ensure legal and ethical integrity.

#### **Financial**

- Raise or donate at least \$500 to TCC during each fiscal year (includes cash donations, sponsorships and United Way giving).
- Participate in fundraising activities by serving as an ambassador, advocate or asker for prospective funding sources.
- Approve and provide oversight of the organization's budget.
- Regularly review the organization's financial records to provide sound financial oversight and governance of the organization.
- Ensure completion of an annual audit of the organization's financial records by an independent auditor.