

BOARD MEMBER JOB DESCRIPTION

The mission of Payson Senior Center, Inc. ("PSC") is to assist senior citizens in the Payson area in achieving and maintaining self-sufficiency with dignity and to offer choices of appropriate care by providing a wide range of community and home based. We do this by assisting individuals with nutritious meals, transportation, education, and socialization.

Board of Directors Role and Responsibilities as a Whole:

The Board of Directors are trustees who act on behalf of PSC's members, including service client recipients, funders, the government and taxpayers. As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Establish a clear organizational mission and goals the organization and ensure that these are carried out as defined.
- Hire competent Directors/Managers, collectively "Director", give adequate supervision and support, and evaluate performance.
- Develop strategic and organization planning to accomplish the mission and goals and oversee and evaluate the plans success.
- Ensure strong fiduciary oversight and financial management
- Ensure financial solvency of PSC.
- Fundraising and resource development
- Approve and monitor PSC's programs and services
- Institute a fair system of policies and procedures for the organization.
- Enhance PSC's public image.
- Assess its own performance as the governing body of PSC.

Board Member Individual Role and Responsibilities:

Individual board members have no authority except that granted by the full Board of Directors through its bylaws, Board policy or by resolution of the full Board. All authority of the Board is a joint and collective power that exists only when the Board is acting as one body.

Each individual board member is expected to:

- Know and be invested to PSC's mission, policies, programs and needs.
- Participate in new Board member orientation.
- Faithfully read and understand the PSC's financial statements.
- Comply with all applicable laws, regulations, bylaws, policies, Board resolutions and the Code of Conduct.
- Accept a duty of loyalty to PSC, its staff and other Board members.
- Share wisdom, knowledge, expertise and insights to help the Board make good decisions.
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for PSC to advance its mission.
- Leverage connections, networks, and resources to develop collective action to full achieve PSC's mission.

- Give a meaningful personal financial donation in monies, time, or both.
- Help identify personal connections that can benefit PSC's fundraising and reputational standing, and can influence public policy.
- Help identify ways and people to keep PSC sustainable through Legacy Giving and fundraisers
- Prepare for, attend, and conscientiously participate in board meetings.
- Participate fully in one or more committee.
- Maintain confidentiality about all internal matters of PSC.
- Sign an annual conflict-of-interest disclosure and update during the year as necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- Practice discretion and accept decisions made on a majority basis and promote Board unity and confidence.
- Self-evaluate personal performance on the Board and seek advice from Board Chair for ways to improve performance if needed.
- Preferred active in PSC's mission and programs as a volunteer for at least 1 year.
- Must commit to a three (3) year term on the Board and attend a minimum of 75% of the board meetings.