



Member of the Board of Directors Position Description and Expectations

Mission: To enable seniors and others to live independently in their homes.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation of Executive Director
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of Interlink. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Term length: Three years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets September through May on the second Thursday of the month, 7:00 a.m., at location to be determined. Meetings typically last 60 minutes.
- Board members are asked to attend at least six meetings per year and one special event.
- Committees of the board meet an average of three times per year, pending their respective work agenda.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Interlink Volunteers mission, objectives, and programs.
- Help communicate and promote Interlink mission and programs to the community.
- Become familiar with Interlink Volunteers finances, budget, and financial/resource needs.
- Understand the policies and procedures of Interlink Volunteers.
- Financially support Interlink Volunteers in a manner commensurate with one's ability.

I have reviewed and agree to the above responsibilities and expectations.

Year 2017