



## **Responsibilities of Individual Board Members of The Devon Nicole House**

1. Participate in formal new Board Member Orientation
2. Serve a three-year term on the board. Term may be voluntarily renewed or on termination, board member will aggressive seek to find a qualified replacement.
3. Understand the importance of why you were asked to serve on the Board, and make your particular expertise, contacts, and resources known and accessible.
4. Attend at least 75% of regular meetings. Call in advance to let the President of the Board know when you will not be in attendance.
5. Attend all special activities of the Board, including fundraising events and such Board events or retreats that may be planned. Attendance is strongly encouraged at special Devon Nicole House activities such as fundraising events. Each member should be fully involved in at least one event each year.
6. Serve on one Board Committee.
7. Attend the annual day-long Board planning retreat. (Once program is developed)
8. Assist in recruiting volunteers and committee members to augment Board.
9. Contribute to the Annual Appeal and other fundraising projects and events through personal contributions and/or by generating support from friends and other contacts.
10. Be willing to make a significant personal financial contribution to The Devon Nicole House (significant to be determined by the individual Board member)
11. Be a goodwill ambassador and spokesperson for The Devon Nicole House and its programs. Expand our network through friends, relatives and colleagues who can help us meet Devon Nicole's House's needs in such areas as fundraising, public relations, education and acquisition of "office supplies" (computers, copiers, printers, etc.)
12. Stay well informed about Devon Nicole House business by carefully reading minutes of the board meetings, financial statements and other materials. Take seriously the legal, financial, fiscal and ethical responsibility the Board carries. Notice community activities and legal/political developments, etc. which may impact on The Devon Nicole House and bring them up at Board meetings. Be familiar with the bi-laws.
13. Keep Board files up-to-date by adding new materials as you receive them.
14. Once Board consensus is reached on a policy or program be openly supportive even if you disagreed during approval process. If you cannot support Board actions or policies once approved, resign.