

Board Position Description for Community Support Systems, Inc. serving Hope House

Length of position: Two years. May be re-elected twice more for a total of six years, then must go off the board. After two years' hiatus, a person may serve another three (two year) terms, if elected.

Frequency and time of meetings: Usually every other month with committee meetings on intervening months. Dates of meetings for the current year are listed in the Director's Report. Time is 12-1 pm, usually the third Wednesday.

Expectations for a Board Member:

1. Give 1-3 hours of time per month, which includes orientation, board and committee meetings.
2. Sign a statement revealing any conflict of interest, or agreeing to reveal if a conflict arises. ("Conflict of interest" means that you might not make a fair vote because you have emotional, financial, or other ties. Examples: Your workplace is bidding to provide services to Hope House, or your relative just married a disciplined employee, or you wish to donate something that may reduce your taxes. In these cases, you must inform the board -and abstain from voting.)
3. Sign a statement revealing any history of fraud, waste, or abuse (FWA) of government funds.
4. Sign a confidentiality agreement not to talk about clients of Hope House. The agreement does not give board members the right to drop in during activity times. Except for client board members and public meetings, board members usually are not here when clients are present.
5. Provide your full name, contact information, social security number, and date of birth for Medicare/other insurances to verify your identity on your Fraud, Waste, Abuse statement.
6. Work within the bylaws and direction of the full board, and as a unit with other board members
7. Read the information provided to you in orientation and before board meetings
8. Vote yes if you truly agree with a board action; ask brief questions to understand; vote no is ok!
9. Raise concerns in board meetings if we are not meeting our mission or goals
10. Serve on at least one committee-personnel, community awareness/publicity, finance/ fundraising - and report committee actions to the board.
11. Hold office of president, treasurer, or secretary as schedules allow and voted in.
12. Have no more than three consecutive absences; call/e-mail if you can't attend.
13. Be positive about CSSI and the Hope House program with the public.
14. Provide a written notice to the director (typed or handwritten) if you must resign. Turn in your board manual to the Hope House secretary when your board service ends.

Duties of a Board Member:

As a unit, board members establish meetings, enter into legal agreements, approve the corporation budget and personnel policies, have a grievance committee available as needed, ensure that the corporation is lawfully and adequately insured, and that an annual outside audit or audit review occurs.

As a unit, the board also ensures that an annual program evaluation is completed, all employees are evaluated annually, finances are in order and protected, the corporation mission is carried out, there is a job description for each employee, policies are in federal and state compliance, the program director is evaluated annually, and corporation goals are attained and/or modified.