

**Kentakee Athletic & Social Clubs
Board of Directors
Board Member Job Description**

Purpose:

To act as a voting member of the board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Kentakee Athletic & Social Clubs; to monitor the organization's financial health, programs and overall performance; and to provide the president with the resources to meet the needs of those the organization serves' to take direct action as part of the Kentakee Athletic & Social Clubs community building activities.

The full board's responsibilities include:

- Establish policy
- Secure adequate funding for Kentakee Athletic & Social Clubs
- Monitor finances
- Determine the organizations vision, mission and long-term plan
- Evaluate programs and projects
- Adopt key operating policies and procedures; approve contract as appropriate
- Evaluate board performance

The individual board member responsibilities include:

- Attend all board meetings and activities
- Personal donation (e.g. cash, gift cards, snacks, 10 – 20 vol. hrs. per yr., etc.)
- Become knowledgeable about the Kentakee Athletic & Social Clubs programs and projects
- Come to board meetings well-prepared and well-informed about issues on the agenda
- Contribute to meetings by expressing my point of view
- Recruit new members
- Take action