

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Board Governance **COA:** GOV 5.01-5.04
CFOP:
Policy Name: Board Member Role
Policy Number: GOV-009
Revision #/Date: N/A
Effective Date: 11/1/2008
Applicable to: Board of Directors, Officers and Staff

SUBJECT: Role of the Board

PURPOSE: This policy defines the primary responsibilities of CBC of Brevard Board Members

POLICY: The CBC of Brevard Board is responsible for overseeing the mission, purpose and strategic direction of the organization. Its duties include participation in strategic planning, fiduciary oversight and making policy decisions. Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The board also presents the organization's image to the community and solicits support in achieving CBC of Brevard's goals.

The following are the primary tasks of Board Membership:

- Act as the fiduciary and guardian of the organizational assets
- Review and approve Community Based Care of Brevard's program budget
- Establish short- and long-term goals
- Assess progress toward goals
- Assume stewardship responsibility for Community Based Care of Brevard's finances
- Review and where applicable set policies for the overall management and operation of the agency
- Abide by Carver governance process

Expectations of the Members of the Board:

- Attend regularly scheduled board meetings in accordance with the company Bylaws.
- Participate in committee work.
- Become informed about the policies and programs of CBC of Brevard.
- Participate in fundraising activities and special events sponsored by CBC of Brevard.
- Contribute financially according to ability and Board donation policy.
- Participate in board orientation activities.
- Act as an informed advocate of CBC of Brevard.

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Approved by the CBC of Brevard Board of Directors xx, xx, 2008

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



MR. WILLIAM RYDER
Chair



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 11-20-2008

Signature Date: 11-20-2008