



Board Member Job Description

EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of Spottswood Community Development Corporation (SCDC) is to enrich the lives of Americans by providing quality community development and economic development initiatives.

To satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring programs and services
- enhancing SCDC's public image
- assessing its own performance as the governing body

BOARD MEMBERS ARE ALSO EXPECTED TO

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of SCDC

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for SCDC to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve SCDC's mission
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees