

SOUTHEAST, INC.

Area: Board of Directors
Subject: Board Member Responsibilities

Page 1 of 2
SE Doc#: 01.02.02.00

Effective Date: 1978

Issue/Revision Date: 8/19/19

Reviewed: 06/07/04

Supersedes: 11/01/10 04/01/94, 11/27/00, 05/06/02

Approved by: Board of Directors

Signatory: Chief Executive Officer

BOARD MEMBER RESPONSIBILITIES AND EXPECTATIONS

POLICY / ROLE SUMMARY:

The role of a Board member is to work cooperatively with other Board members to provide overall governance of and direction to Southeast. A Board member represents the community's interests by assisting in the development and monitoring of the corporation's mission, policies, programs, and finances. A Board member also provides aid and support to the corporation by sharing his/her unique skills and interests and helping to assure that the corporation is recognized and supported in the community. Board members are expected to represent the interests of the Organization; however, Board members shall not speak on behalf of the entire Board without express Board approval. Board members shall, at all times, represent the Organization in a respectful and professional manner.

PROCEDURES / ROLE RESPONSIBILITIES:

A. A Board member is expected to:

1. Attend and participate in scheduled Board meetings.
2. Serve actively on one or more Board committees.
3. Assist in promoting the corporation's mission by
 - a. helping to assess and represent community needs,
 - b. participating in strategic planning,
 - c. monitoring and evaluating the services provided by the corporation, and
 - d. formulating quality improvement recommendations.
4. Assist in assuring the fiscal viability of the corporation by
 - a. developing fiscal policies,
 - b. monitoring overall fiscal position, and
 - c. supporting corporate efforts to maintain and develop its fiscal resources.

SOUTHEAST, INC.

Area: Board of Directors
Subject: Board Member Responsibilities

Page 2 of 2
SE Doc#: 01.02.02.00

5. Participate in the selection, evaluation, and any disciplinary action or removal of the Chief Executive Officer.
6. Establish and monitor Board and organizational policies.
7. Develop awareness of local, state, and national trends that are related to the mission and services of the corporation.
8. Support the corporation through assistance in resource development activities and community relations.
9. Utilize individual skills, interests, and community relationships to support the mission and goals of the corporation.
10. Assist in providing for the continuity and development of the Board by identifying, recruiting, nominating, and training new Board members.
11. Representation of Southeast, Inc.
 - a. Board members may independently speak on behalf of the Organization in order to represent the Mission, programs and services as established by the Organization
 - b. Board members, alone or as a group, shall not independently take positions within the community that are contrary to the Organization's Mission, services and programs without review and consent of the Board through documented action.

RESPONSIBILITIES:

Board of Directors