



## BOARD OF DIRECTORS - Job Description -

The primary role of the Board of Directors is to establish policy, oversee the management of the corporation to see that the corporate policies are implemented, and elect and evaluate the Executive Director. Criteria for Board membership are a willingness to fulfill this role. Also essential is a commitment to youth substance abuse and violence prevention.

Term of office: 3 years

- Members may serve two successive terms.
- The Board is comprised of nineteen members.

Board member attendance is expected at:

- Monthly Board Meeting. The Board meets on the third Thursday of the month, seven times a year at 8:00 a.m. at the People Reaching Out office.
- The Executive Committee will meet on the third Tuesday of the month when there is not a Board of Directors meeting. No meetings are held in July and December.
- Monthly Committee Meeting. Board members are expected to serve on at least one standing committee.
- Annual day long Strategic Planning Retreat.

The Board of Directors is legally responsible for the operation of People Reaching Out.

- People Reaching Out carries Directors and Officers liability insurance.
- The Board hires and evaluates the Executive Director, establishes organizational and program policies, adopts an annual budget, sets fundraising goals, participates in fundraising activities and assures the accountability of People Reaching Out to the community.
- The Board participates 100% in the annual Personal Giving Program. This is achieved by each Director making a significant personal contribution.
- Each Board member is also responsible for providing additional contributions through corporate or other individual gifts.
- Each Board member's linkage to sources of funds, resources and services is vital to the success of funding People Reaching Out. Members assist with fundraising events, recruit sponsors, sell tickets and encourage new donors. All of these are ways of meeting the requirement to "get" \$5,000 annually.
- The Board is comprised of individuals who are representative of various skills and expertise, a balance of males and females, representing different ages, ethnic backgrounds and geographical areas of the greater Sacramento area.