

TCCAA BOARD MEMBER JOB DESCRIPTION

POSITION TITLE: Agency Board Member

UNIT ORGANIZATION: Governing Body

PURPOSE OF POSITION: The Board is legally and morally responsible for all activities of the Agency. The Board is solely responsible for determining agency policy, approving the annual budget and determining the goals of the agency.

DUTIES:

- **Policy Administration:** Establishes and/or continues the legal or corporate existence of the agency. Ensures that agency meets legal requirements for the conduct of the agency business and affairs. Responsible for adopting by-laws and ensuring that the agency operates within them. Acts on proposed revisions to the by-laws. Adopts policies which determines the purpose, governing principals, functions, and activities and courses of action of the agency. Assumes ultimate responsibility for internal policies, which govern the agency.
- **Evaluation:** Regularly evaluates and reviews the agency's operations and maintains standards of performance. Monitors the activities of the agency, including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committees or the Executive, and considering, debating, and deciding issues.
- **Public and Community Relations:** Gives sponsorship and prestige to the agency and inspires confidence in its services. Understands and interprets the work of the agency to the community. Relates the services reform and progress in the community as a whole.
- **Personnel:** Selects, employs, and annually evaluates the Executive Director performance and compensation. Approves policies, which govern the Administration of Personnel. Participates in recruitment, selection and development of Board Members, where primary responsibility for this activity is assigned to a Nominating Committee.
- **Finance:** Approves and monitors the corporate finances of the agency. Creates a financial climate for fulfilling the agency purpose. Sees that sufficient funds are available for the agency to meets its objectives. Authorizes and approves the annual audit. Responsible for all expenditures dealing with the facility, its improvements, or purchase of additional land or buildings (unless a special committee has been designated for this purpose).

MINIMUM JOB REQUIREMENTS: A demonstrated interest in the agency's goals and objectives. Specific experience and/or knowledge in at least one element: community needs, administration, finance, personnel, program development, evaluation, public relations or communication. Representative of some aspect or segment of the population in the community and have sufficient time to devote to being an active board member.

These two considerations, the specific needs of Board and representatives, affect the actions of the Nominating Committees as they work to identify who can satisfy these needs. Once they have been found, the committee starts the selection process, which finally leads to specific recommendations.

Signature

Date