

BOARD OF TRUSTEES MEMBER'S FUNCTIONS

I. Expected Outcomes

Board of Trustees members assist in establishing and achieving the agency's mission. Members select the Chief Executive Officer and review his/her performance. Members ensure effective organizational strategic planning/thinking to ensure proper ownership of the plan. Members ensure adequate resources and manage those resources effectively. Members determine and monitor St. Joseph's Villa's programs and services, ensuring that such programs are consistent with the agency's mission. Members enhance the public image of St. Joseph's Villa.

II. Essential Functions

- Participates in the Villa's Board orientation.
- Knows and supports St. Joseph's Villa's mission, purposes, goals, policies, programs, services, strengths, and needs.
- Advocates on behalf of St. Joseph's Villa in the community.
- Communicates to members of the community, staff, leadership, centers of influence of St. Joseph's Villa's role, services and plans for the future.
- Suggests possible nominees to the Governance Committee who are clearly men and women of achievement and distinction, and who can make significant contributions to the work of the Board and St. Joseph's Villa progress.
- Serves in leadership positions or undertakes special assignments willingly and enthusiastically when asked.
- Assists the Villa's fundraising and development efforts through personal support and active participation in such efforts as the Annual Fund and the Capital Campaign.
- Follows trends in St. Joseph's Villa's field of interest.
- Acts, influences and leads in the strategic and productive growth of St. Joseph's Villa.
- Regularly attends, prepares for, and participates in Board meetings. Meetings are held on the 3rd Tuesday of September, November, January, March and May from 4:30-5:30PM.
- Attends appropriate agency activities and tours the agency services at least once annually.
- Asks timely and substantive questions at Board meetings consistent with his or her conscience and convictions, while supporting the majority decision on issues decided by the Board.

- Maintains confidentiality of the Board's sessions.
- Approve a review of the Villa Policy Manual no less than every four (4) years by an identified Board member to include legal representation as determined by the CEO and/or HR Director. Any necessary updates and/or revisions to individual policies will be reviewed and approved as needed. The entire Board will be informed of the policy manual review and any critical changes to the manual.
- Participates in the Villa's Strategic Planning process, working with Villa staff to determine future direction of St. Joseph's Villa.
- Each January reviews a written report of program outcomes from the prior fiscal year in order to evaluate the organization's effectiveness in fulfilling its mission. If necessary, future actions or goals may result from this review.

III Terms

Board of Trustees Members serve up to three 3-year terms.