

**St. Joseph's Villa
Flagler Home Corporation
Board Member**

Expected Outcomes:

Flagler Home Corporation Board members assist in establishing and achieving the agency's mission. Incumbents 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 the Flagler Corporation's Services for Homeless Families, ensuring that such services are consistent with the agency's mission. Incumbents enhance Flagler Corporation's Services for Homeless Families' public image.

Essential Functions:

- Knows St. Joseph's Villa's mission, purposes, goals, policies, programs, services, strengths and needs.
- Recommends Board nominees for approval to the Flagler Corporation Board. The Flagler Corporation Board Chair then makes approved recommendation to the St. Joseph's Villa Corporation Board for further approvals.
- Serves in leadership positions or undertakes special assignments willingly and enthusiastically when asked.
- Urges those with grievances to follow established policies and procedures through their supervisors.
- Regularly attends, prepares for, and participates in Board and Committee meetings, and supports the majority's decisions.
- Attends appropriate agency activities and tours the agency's services.
- Asks timely and substantive questions at all meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the Board.
- Maintains confidentiality of the Board's sessions and speaks for St. Joseph's Villa and Flagler only when authorized to do so.
- Suggests agenda items periodically for Board and Committee meetings to ensure that significant policy-related matters are addressed.
- Counsels the Executive Director of Family & Community Services as appropriate to offer support in relationships with groups or individuals.
- Maintains professional expectations, boundaries and relationships with staff and other Board members based on a sense of fairness, ethics, and personal integrity dictated, if not necessarily obliged to do so by law, regulation, or custom
- Serves Flagler Corporation Services as a whole rather than any special interest group or constituency.
- Avoids even the appearance of a conflict of interest, and discloses any possible conflicts to the Flagler Home Corporation Board in a timely manner.
- Maintains independence and objectivity.
- Never accepts or offers favors or gifts to or from anyone who does business with St. Joseph's

Villa.

- Reads and understands the organization's financial statements and otherwise participates in fulfilling the Flagler Corporation Board's fiduciary responsibilities.
- Gives an annual gift according to personal means.
- Assist the Board of Trustees and staff by implementing fundraising strategies through personal influence with other individuals or entities.

Knowledge and Skills:

Expertise in the field of human services, education, research & evaluation, health care, community interest and involvement, affluence and influence, and/or expertise in selected field such as housing, finance, development, public relations, law, and political concerns.

Terms:

Flagler Home Corporation Board members serve three-year terms, which are renewable at the end of the three-year period.

- Reviews Flagler's financial statements to help the Board fulfill its fiduciary responsibility.
- Assists the Development Committee and staff by implementing fundraising strategies through personal influence with others (corporations, individuals, foundations), and contributes personally.

Knowledge, Skills & Abilities

Expertise in the field of human services, community service and/or expertise in selected fields such as finance, development, law and politics.

Terms

Flagler Home Corporation Board members serve up to three-3 year terms.