

Statement of Individual Board Member's Responsibilities Bauer Family Resources, Inc.

Members of the Board of Directors for the Bauer Family Resources, Inc., have collective responsibilities for the oversight of the agency. Additionally, individual members of the Board are entrusted with individual responsibilities. These are:

General Expectations

- **Know the mission of the Bauer Family Resources**
- **Be familiar with the policies, programs, services, strengths and needs of the organization**
- **Perform duties of board membership responsibly and conform to the level of competence expected from Board Members as outlined in the duties of care, loyalty and obedience as they apply to nonprofit board members**
- **Recommend women and men of achievement who can contribute to the work of the Board of Directors and/or Board Committees as possible nominees**
- **Willingly and enthusiastically serve in leadership positions and undertake special assignments**
- **Urge those with grievances to follow established policies and procedures through their supervisors – avoid prejudiced judgments on the basis of information received from individuals**
- **Follow the trends in the areas of healthy youth and family development**
- **Be aware of the needs of the community**

Meetings

- **Prepare for Board and Committee meetings by reading materials in advance**
- **Ask timely and substantive questions at Board and Committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the Board**
- **Speak for the Board or Bauer only when authorized to do so**
- **Maintain confidentiality of the Board's executive sessions**
- **Suggest agenda items for Board and Committee meetings to ensure that significant, policy-related matters are addressed**

Relationship with Staff

- Provide counsel to the Chief Executive Officer as appropriate and support him/her through often difficult relationships with groups or individuals
- Avoid asking for special favors of the staff, including special requests for extensive information, without prior consultation with the Chief Executive Officer, Board or appropriate committee chairperson

Avoiding Conflicts

- Avoid any preconception that you “represent” any special interest group or constituency – serve the Agency as a whole
- Avoid even the appearance of a conflict of interest that might embarrass the Board or the Agency and disclose any possible conflicts to the Board in a timely fashion
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even though not necessarily obliged to do so by law, regulation or custom
- Never accept or offer favors or gifts from or to anyone who does business with the organization

Fiduciary Responsibilities

- Exercise prudence with the Board in the control and transfer of funds
- Read and understand the Agency’s financial responsibilities
- Take appropriate individual action to support the Board in fulfilling its fiduciary responsibilities

Fund-Raising

- Give an annual gift according to personal means
- Through personal influence with others (corporations, individuals, foundations) assist the Development Committee and staff in the implementation of fund-raising strategies

