

Girls on the Run Hamilton County

Board Member Responsibilities

2011-2012

General Overview of Responsibilities

- Organizational leadership and advisement
- Legal guidance and responsibility
- Financial management, including creation, adoption, and oversight of the annual budget
- Oversight of program planning and evaluation
- Formulation and oversight of policies and procedures
- Evaluation of the Council (Executive) Director
- Fundraising and Community Outreach
- Utilize gifts and talents to promote/further the mission of the organization
- Promotion of the organizations, marketing and communications
- Assist in recruiting and hiring key staff when needed (e.g., Volunteer Coordinator, Site Coordinator, Council Director)

Specific Tasks/Duties of Each Board Member

- Commit to two-year term beginning in July
- Attend and actively participate in board meetings six times per year: July, September, November, January, March and May
- Attend full-day strategic planning meeting once a year
- Lead and/or serve as a member of at least one committee, attending committee meetings as needed
- Review agenda and supporting materials prior to board meetings, which will be sent by the board president via email one week prior to the meeting
- Make a personally significant monetary donation to GOTR and a commitment to raising a minimum of \$750 for GOTR for each year during your tenure
- Assist with general fundraising through personal and corporate contacts
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Follow conflict-of-interest and confidentiality policies
- Attend key events for Girls on the Run of Hamilton County: 5K Race, End of Program Celebration, Training Courses (Coaches or Running Buddies) & Fundraising events