



DOVE BOARD OF DIRECTORS

POSITION DESCRIPTION

Mission

DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.

Position Summary:

Members of the Board of Directors of DOVE are a primary force in and personally responsible for enabling the organization to achieve its mission and goals, realize its potential, and fulfill its obligations to the general public. The primary roles of Board members are to ensure that the organization is well managed and fiscally responsible. The Board is the governing body of the organization and is responsible for establishing the mission and goals for the organization. In addition, the Board sets the organization's policies which provide the parameters for the Organization's work. A Board member is generally welcomed and commits to a term of 3 years, which is renewable for an additional 3 years.

General Responsibilities (for the entire Board):

1. Ensure that the organization is responsibly managed and is meeting/maintaining legal and contractual obligations.
2. Ensure that the long-term financial stability and integrity of the organization, and that DOVE has the resources it needs to pursue its goals. In order to fulfill this obligation, Board members must determine how the organization will raise funds, actively participate in fundraising activities, donate money, recruit and solicit donors, and identify potential funding sources.
3. Ensure that the resources of the organization are raised and spent in a responsible manner. Board members should become familiar with the finances, budget, and financial/resource needs, and must help create and approve the organization's budget, set financial policy, acquire adequate insurance, and arrange for an annual financial audit.
4. Hire and supervise executive/senior staff.
5. Serves as ambassadors and representatives to the community, promoting DOVE for programmatic and fundraising purposes
6. Be alert to community concerns that can be addressed by DOVE's mission and programs.
7. Establish and support the implementation of the organization's strategic plan and long-term goals, and evaluate the organization's progress toward its goals.
8. Participate in the Board's assessment of its own performance and make recommendations to strengthen the structure and performance of the Board.
9. Evaluate and assess Board composition, and identify and recruit potential Board members. Suggest possible nominees to the Board and Committees who can make significant contributions to the work of the Board and the organization.

Individual Responsibilities:

10. Know and make a personal commitment to the mission of the organization.
11. Become and stay informed about the organization's services, policies, and programs.

12. Attend all Board and committee meetings, retreats, functions, and special events, and Board education training. Actively participate in discussions and decision-making.
13. Review Agendas and supporting material prior to Board and committee meetings. Notify President of any corrections prior to the meeting.
14. Assist the Board in carrying out its fiduciary responsibilities, including reviewing the organization's financial statements, annual audit, etc.
15. Stay informed about the goings on of the organization, including reading program reports, and keep up-to-date on developments in the field of domestic violence.
16. Actively serve on at least one standing committee; serve on special committees and task forces, and offer to take on special assignments.
17. Make your particular expertise, contacts, and resources known and available to the organization
18. Assist in Board fundraising activities. Commit to making a personal financial contribution to the organization at a level consistent with personal means ("give"), and commit to seeking and soliciting donations (individual and corporate) to the organization ("get").
19. Adhere to Conflict of Interest/Disclosure and Confidentiality policies, and disclose any conflicts of interest as they arise.
20. Adhere to legal responsibilities of nonprofit Boards, including:
 - ◆ *Duty of Care*: The Board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
 - ◆ *Duty of Loyalty*: The Board member must give undivided allegiance when making decisions affecting the organization. The Board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
 - ◆ *Duty of Obedience*: The Board member must be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization.

Qualifications for Board Membership

Board members should possess the following qualities

- ◆ A commitment to the mission and goals of DOVE, Inc., specifically to serving communities, families, and individuals impacted by domestic violence.
- ◆ A willingness to represent DOVE, Inc. in the community.
- ◆ A willingness to contribute personal funds, to solicit funds through personal and professional circles, and to engage in fundraising events and activities.

Meeting Times and Commitment

- ◆ Board meetings typically take place in person in Quincy and monthly (10 of 12 months annually), 5:30-7:30pm, unless other arrangements are made.
- ◆ Committee meetings typically take place 4-10 times annually depending on committee, in person and/or via conference call

DOVE, Inc. seeks a Board that is diverse with respect to race, ethnicity, socio-economic background, age, sexual orientation, physical ability, experience with the issue of domestic violence, and geographic representation throughout DOVE's community services catchment area.