

ATCAA BOARD OF DIRECTORS POSITION DESCRIPTION

Members of the Board of Directors of Amador Tuolumne Community Action Agency (ATCAA) exercise ultimate authority for guiding the organization's mission, values, goals, and strategies.

Members of the Board have legal and fiduciary responsibilities and commit to honor those responsibilities.

Members of the Board are required to be familiar with and abide by the governing regulations and policies of the organization, including, but not limited to its Bylaws, Articles of Incorporation, Ethics Policy, ATCAA Whistleblowers Policy, Federal and State CSBG Statutes, Code of Conduct and Conflict of Interest Policy. The Board meets six times each year, members are expected to attend and be prepared to participate.

The governing board acts as a body, not as individuals, and its members are bound by the duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.

- Care: Act in good faith using a degree of diligence, care, and skill.
- Loyalty: Faithfulness to the CAA and its mission, the Board and avoid conflicts of interest
- Obedience: obey the law, bylaws, contracts, board decisions, etc.

The Board is specifically responsible for:

- Determining ATCAA's mission and purpose consistent with its Articles of Incorporation;
 - Advancing the mission and goals of ATCAA rather than serving the interests of any special interest group or constituency;
- Periodically reviewing bylaws and personnel policies;
- Participate in the effective development, planning, implementation, and evaluation of the agency's programs and assure adherence to the CSBG Organizational Standards
 - Contribute to the agency Strategic Plan and Work Plan
 - approving and monitoring the organization's programs and services;
 - Boards are encouraged to help the agency identify possible ways to strengthen agency operations and to identify broad goals and specific results it expects to achieve through its work among low-income individuals, families and communities being served.
- Fostering collaboration between ATCAA and other organizations;
- Overseeing the fiscal affairs and fiscal health of the organization and making a personal commitment to actively participate in the organization's resource development activities and efforts to achieve financial sustainability;
- Assisting the Executive Director and other staff raise funds from foundations, corporations, governmental entities and individual donors in accordance with the development policies of the organization;
 - Board members are strongly encouraged to attend at least one Fundraiser and/or Staff/Volunteer recognition event annually
- Selecting, supervising, and evaluating the Executive Director of the organization;
 - performance evaluations occur annually and are required by the CSBG Organizational Standards

- Assist Executive Director and Board Chair in identifying and recruiting other Board members to ensure a diverse Board that represents the communities;
- Working to enhance and protect the public image and reputation of the organization;
- Participating in an annual self-evaluation and evaluation of the Board's performance
- Serving, and actively participating, on at least one Board Committee;
- Standing Committee Members are expected to attend their respective meetings and be prepared to participate.