



EXPECTATIONS AND RESPONSIBILITIES OF A BOARD MEMBER

Distinct responsibilities come with being a member of the Board of Directors of a nonprofit organization. In this position, there is an obligation to act in the best interests of the organization. All members are expected to adhere carefully to the policies, goals, and principles of the organization and to set an example of civic volunteerism.

Expectations of a Board Member:

- Must Be a Member in Good Standing of the Cupertino Historical Society + Museum.
- Serve a three-year term.
- Attend annual membership meeting and actively participate in Board and committee meetings by being prepared and informed.
- Financially support the organization with personal resources and attend CHSM fundraising events.
- Make an annual personal fund contribution of \$250 in cash, or its equivalent in event ticket sales or solicited contributions and donations.
- Participate and act as a volunteer for administrative and fundraising activities.
- Actively participate on at least two standing committees.

Responsibilities of a Board Member

- Create and expand public awareness of the mission, vision, programs, and activities of CHSM.
- Develop and review plans, policies, practices and procedures that are consistent with the mission, vision, and values of our organization.
- Determine, monitor, and strengthen the organization's programs and services.
- Help develop funding adequate to the organization's needs.
- Provide resources for the organization to fulfill its mission.
- Meet fiduciary responsibilities:
 - Review and approve the annual budget.
 - Monitor cash flow.
 - Monitor investments and capital reserves.
 - Assure maintenance of the physical plants.
- Monitor the impact of the organization on the community both internally (membership) and externally (public).
- Ensure the strength of the organization, by:
 - Acting as a mentor to new Board Members.
 - Identifying potential Board Members to the Nominating Committee.
 - Helping to grow our membership base.
- Ensure ethical and legal integrity by maintaining accountability:
 - Protect the public image of our organization.
 - Maintain confidentiality of Board discussions.
 - Maintain a professional code of conduct.
- Ensure that CHSM staff have the moral and professional support to further the goals of the organization.
- Establish written policies for hiring, evaluating, and supervising the staff.