



NAME

YEAR

Board of Directors

Responsibilities and Expectations

Carlsbad Community Anti-Drug/Gang Coalition Inc.
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INTRODUCTION

This *Carlsbad Community Anti-Drug/Gang Coalition, Inc.*, (Carlsbad Coalition) document, “Board of Directors: Responsibilities and Expectations,” is intended to give current and prospective board members an overview of the roles and duties of being on the Coalition board. While no single document can cover everything, the goal is to give board members a clear and forthright picture of the responsibility and commitment involved in being a member of the board. *We ask that you pay particular attention to the individual board member responsibilities as outlined in Section II.*

While the position comes with many responsibilities, being a member of the Carlsbad Community Anti-Drug and Gang Coalition, Inc. Board of Directors, can be an exceptionally fulfilling and rewarding experience. Thank you for your interest in the Carlsbad Coalition and for taking the time to carefully read the rest of this document.

Section I

Collective Responsibilities of the Board to Govern the *Carlsbad Community Anti-Drug/Gang Coalition, Inc.*

1. **Provide Leadership in Planning**—Exercise leadership to establish the Carlsbad Coalition’s mission, goals, and objectives with regular planning. Monitor and plan with staff and evaluate fulfillment of objectives.
2. **Represent the Community**—Board members listen for community interests and communicate these to the board.
3. **Enhance the Carlsbad Coalition’s Public Standing**—The board should clearly articulate the Carlsbad Coalition’s mission, accomplishments, and goals to the public and garner support from the community.
4. **Ensure Adequate Resources**—One of the board’s foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. Raise funds through grants, contributions, and sponsorships by cultivating friends and donors as well as ***actively participating in fundraising campaigns and events.***
5. **Provide Proper Financial Oversight**—Ensure good stewardship of community resources. Approve the budget, monitor financial statements of income and expenses, and ensure sound fiscal management. Follow the Carlsbad Coalition’s fiscal policies and legal requirements.
6. **Provide Executive Director Oversight**—The board hires the Executive Director. The board ensures that the Executive Director has the moral and professional support he/she needs to further the goals of the Carlsbad Coalition. Give the Executive Director commensurate authority with responsibility.
7. **Establish and Monitor Policies**—Establish and monitor policies to define limits within which individual board members, committees, staff, and volunteers must operate. Set policies, rules for governance, personnel, fiscal management, as well as management of operations, programs, and initiatives.
8. **Ensure Legal and Ethical Integrity and Maintain Accountability**—Ensure the organization complies with all legal requirements, reports, and filings; uphold good governance; and fulfill grants and contracts. Authorize signatures for grants and contracts. The board is ultimately responsible for adhering to legal standards and ethical norms.
9. **Manage Governance**—Recruit and orient new board members, conduct board business, appoint committees, assess board performance, and continually develop the board’s capacity to govern.
10. **Determine, monitor, and strengthen the Carlsbad Coalition’s programs and services**—Determine which programs are consistent with the organization's mission and monitor effectiveness.

Section II

Individual Board Member Responsibilities

Serve—Serve on the Board of Directors for at least one term, with the invitation renewing annually. All terms begin in January of each year.

Review—Review and retain a copy of the Carlsbad Coalition board member manual, which contains the mission statement, bylaws, and other important information about the Carlsbad Coalition.

Donate—Each board member will contribute annually, through personal financial contributions, finding donations, or donating their time.

Attend Meetings & Events—Attend *all* board meetings. *Contact the Board President or Executive Director in advance if need arises to miss a meeting for a good cause.* The Carlsbad Coalition’s bylaws state: “A member may be removed from the Board of Directors for missing three consecutive meetings.” Attend and participate in no less than 50% of all Carlsbad Coalition events. *Ex: Teens in Action events, Community Impact Council Events, Annual Banquet.*

Maintain Confidentiality—Maintain confidentiality of deliberations at Carlsbad Coalition meetings.

Keep Informed—Keep informed about governance and activities, and prepare for board meetings by reviewing in advance agendas and other materials sent. Read minutes.

Join a Committee—Serve actively on at least one board committee. Attend all committee meetings. Contact the Committee Chair in advance if need arises to miss a meeting. Serving on the Executive Committee does not count towards one’s committee obligations.

Participate—Participate actively in board and committee discussions and debates. Engage in the mission of the Carlsbad Coalition and take on tasks as needed.

Raise Money—Actively seek corporate and individual donations to the Carlsbad Coalition, or provide fellow board members or staff with introductions to contacts.

Spread the Word—Actively promote the Carlsbad Coalition through professional and personal contacts. Be willing to appear in local media and make speaking engagements to promote the activities of the Carlsbad Coalition.

Disclose—Review and sign the Carlsbad Coalition’s Board of Directors’ Code of Ethics and Conflict of Interest Policy Annually.

Plan Ahead—Attend planning sessions and board development workshops as needed.

Recommend—Suggest, and recommend volunteers and board nominees.

Lead the Way—Consider becoming a campaign chair, committee chair, or an officer of the Board. Officer positions include President, Vice-President, Secretary, and Treasurer.

Listen—Listen carefully, and with an open mind, to other board members and staff.

Ask Questions—Ask for clarification on any matter or material you do not understand, before making a decision. Actively participate in identifying a variety of opinions and options before voting on board matters.

Educate Yourself—Seriously consider attending trainings related to emerging drug trends, risk and protective factors, or review information that the Carlsbad Coalition offers to the community to stay up-to-date on current community concerns.

Assist Staff—As individual volunteers in routine tasks, assist staff. When offering expert help, respectfully advise staff as needed. Refrain from supervising or directing staff. The full board may act to instruct the Executive Director, focusing on policies and results wanted, rather than the means to achieve results. The Board President should represent the Board to the Executive Director and help monitor important tasks.

Assess—Help develop and actively participate in an assessment of the board's performance.

Be Accountable—Be accountable by carrying out tasks and responsibilities that you agreed to fulfill.

Notify—If anything should occur during the year that would not allow you to keep these intentions of being a positive contributor to the board, take the initiative to speak with the Board President about a voluntary resignation to allow another to serve who is able to be fully involved.

Have Fun—Bring good will and a sense of humor to board deliberation and Carlsbad Coalition activities.

Section III

Annual Affirmation of Service

As a board member of the Carlsbad Community Anti-Drug/Gang Coalition, Inc., I am fully committed and dedicated to the Carlsbad Coalition's Mission:

"To improve the whole community's safety and quality of life."

I have read, understood, and agree to the duties and responsibilities as outlined on the previous pages in the "Board of Directors: Responsibilities and Expectations" document. I will make the Carlsbad Community Anti-Drug/Gang Coalition, Inc., one of my primary volunteer commitments, and understand the time, financial support, and leadership responsibilities of my involvement.

Signature

Printed Name

Date



Board of Directors

Personal Information Form

Today's Date

Name

Home Address

Phone Number

May we contact you here?

Yes

☐☐

Employer

Position

Work Address

Office Telephone

Ext

May we contact you here?

Yes

☐☐

Email Address

Board Mentor

Preferred Mailing Address: ☐ Home ☐ Business

Areas of Expertise / Professional Skills / Strengths / Spheres of Influence / Interests:

- | | |
|--|--|
| ☐ Advocacy | ☐ Government |
| ☐ Art & Design | ☐ Health/Human Services |
| ☐ Business | ☐ Human Resources |
| ☐ Children/Youth | ☐ Info/Technology |
| ☐ Community Development | ☐ Law |
| ☐ Community Outreach | ☐ Leadership Development |
| ☐ Economic Development | ☐ Marketing/PR/Media |
| ☐ Education | ☐ Networking |
| ☐ Event Planning | ☐ Nonprofit Management |
| ☐ Finance | ☐ Organization Management |
| ☐ Foundation / Grant Writing | ☐ Planning |
| ☐ Fundraising /Cultivating Donors | ☐ Volunteer Management |

OTHER:

What areas are you most interested in working on with/for the Carlsbad Coalition?

(Check all that apply. Please note that this is a non-binding question.)

- | | |
|---|--|
| ☐ Planning | ☐ Needs Assessment |
| ☐ Campaigns | ☐ Office Support |
| ☐ Board Development | ☐ Special Events |
| ☐ Community | ☐ Surveying |
| Impact/Meetings/Initiatives | ☐ Teen Court of Eddy County |
| ☐ Community Outreach | ☐ Teens in Action-Youth Council |
| ☐ Audit | ☐ Other |
| ☐ Funds Investment/Allocations | _____ |
| ☐ Marketing/PR | |



Your Background:

Please write a brief biographical paragraph describing yourself—your family, your interests, your professional background, community ties (past & present), and any other information you feel would be of interest. (*You may email this information to the Executive Director if you prefer.*) (See sample below.)

SAMPLE BIO: JANE DOE—along with her husband, John, has been a Carlsbad resident for the past twenty-three years. All three of her now-grown children attended Carlsbad’s schools, each graduating from CHS. Her background in teaching young children led her to many volunteer activities at the schools, including the PTA, Class Act Board member, Booster Clubs, and School Council. Jane has also been a volunteer at her church, was an original Board member of Carlsbad’s Community Theatre, and has been involved in family programs and served at Carlsbad Medical Center in their intervention program for teenage mothers. Jane has been a substitute teacher at PR Leyva, Hillcrest, and Sunset Schools.