

Board Responsibilities / Required Actions / Performance Expectations:

1. **Determine mission and vision.**
 - a. Ongoing recruitment, advancement and enhancement of the association's vision and mission
 - b. Act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies
 - c. Promote the association's purpose, generating good will for the organization
2. **Select the executive director.**
 - a. Reach consensus on the chief executive's responsibilities
 - b. Participate in a careful search to find the most qualified individual for the position
 - c. Hire the executive director and review performance annually
3. **Support and evaluate the executive director.**
 - a. Attend **all** board meetings;
 - b. Make introductions to new communities, corporate sponsors, foundations, and helpful individuals
 - c. Be willing to use individual expertise to assist in staff organization and development
 - d. Read and react to monthly correspondence in a timely manner
 - e. Represent the association from time to time at request of executive director or president
4. **Ensure effective planning.**
 - a. Participate in strategic planning and the setting of long-term goals
 - b. Serve on board committees
 - c. Set procedures and policies to ensure that any action taken is administered in a manner that is in compliance with applicable law
 - d. Review bylaws to make sure it continues to abide by the laws, is still relevant, and reflects the present board culture.
5. **Protect assets and provide proper financial oversight.**
 - a. Assist in developing the annual budget and ensuring that proper financial controls are in place
 - b. Review and approve the fiscal year annual budget
 - c. Review revenues and expenses on a semi-annual basis to ensure the purpose of the association is being upheld
 - d. Review the association's investment policies and determine whether they continue to follow the overall financial objectives and whether they are appropriately taking into account any major changes in the investment climate.
 - e. Review and approve annually the Form 990 filing
 - f. Respond to annual audit requests on a timely basis
6. **Build a competent board.**
 - a. Articulate prerequisites for candidates
 - b. Contribute to leadership development through actively recruiting qualified board candidates
 - c. Orient new members
 - d. Periodically and comprehensively evaluate own performance
7. **Ensure legal and ethical integrity.**
 - a. Assure adherence to legal standards and ethical norms.
 - b. Complete the Conflict of Interest form prior to each meeting, or as needed
 - c. Adhere to the association's Code of Ethics
8. **Enhance the organization's public standing.**
 - a. Clearly articulate the organization's mission, accomplishments, and goals – know your elevator speech
 - b. Support your Learning Forward affiliate
 - c. Influence Federal, state/provincial, and local policymaking
 - d. Give annually a minimum of \$100 to the Learning Forward Foundation