



Meals on Wheels California Board Member Position Description

The Board of Directors, as a body, has strategic, oversight, and fiduciary responsibilities to ensure the health, vitality, and long-term sustainability of the organization. It sets and monitors the strategic direction of the organization, ensures sound financial stewardship, and is responsible for the hiring and ongoing performance of the Executive Director. These responsibilities include:

- Determining the vision and mission;
- Setting the strategic direction and monitoring/evaluating progress toward that end;
- Overseeing the finances, including adoption of the annual budget;
- Providing organizational leadership and advisement;
- Formulating and overseeing policies and procedures;
- Managing the performance of the Executive Director;
- Ensuring legal compliance, risk management, and accountability;
- Participating in Board development and self-evaluation;
- Promoting the organization; and,
- Ensuring adequate resources

To that end, you as an individual Director will be expected to:

- Perpetuate a collaborative, inclusive, and respectful Board culture that embraces all forms of diversity and ensures that all voices are heard;
- Understand the legal duties and obligations associated with Board service;
- Follow sound governance practices and be familiar with the governing documents (Bylaws, Articles of Incorporation);
- Serve on at least one standing Committee of the Board;
- Attend and participate in Board Meetings and events (i.e., Annual Conference);
- Represent the best interests of the organization and not that of a region, state, program, company, business, or other organization;
- Help promote/advocate for the organization's vision, mission, legislative priorities and initiatives;
- Be prepared for Board and Committee Meetings, including familiarity with the budget and financials;
- Ensure personal transparency, integrity, and ethical behavior, including the disclosure of any potential conflicts of interest;
- Understand and adhere to the policies and procedures of the Board and the organization; and,
- Foster relationships that support and strengthen the organization.