



Board Service Job Description

Expectations of the Board

As the leadership body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of an executive director / management company
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- growing the organization's membership
- approving and monitoring the return on investment of the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization

Responsibilities of Individual Board Members

Be Knowledgeable:

- know Aphasia Access' mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements and other board materials

Be Active:

- conscientiously participate in board meetings, maintaining confidentiality about all internal matters
- serve on a minimum of one Aphasia Access committee
- attend Aphasia Access events whenever possible

Be Engaged:

- follow Aphasia Access bylaws, policies and board resolutions
- assist in identifying and securing the financial resources / partnerships needed for the MCMA to grow
- leverage connections, networks, and resources to develop collective action to support MCMA's mission and act as an ambassador for the industry
- complete annual conflict of interest disclosures, updating during the year as necessary

Be Supportive:

- maintain an active Aphasia Access membership throughout your term of service
- recruit a minimum of two new members annually while on the board
- provide constructive feedback to staff as appropriate throughout the year

Board Service is meant to be a personally fulfilling experience. You are encouraged to share feedback throughout the year about ways that board service can be more meaningful to you.