



## **Board of Trustees Volunteer Job Description**

**Job Title:** Trustee, PreventionFIRST!

**Purpose:** Together, with other members of the board, this position is responsible for determining the organization's policy, serving in a legal fiduciary capacity, ensuring consistency with the mission of the organization, and providing material, financial and technical resources.

**Term of Service:** Three years

**Responsibilities:**

- Responsible for ensuring that the organization operates within its adopted by-laws
- Recommend policies which determine the purpose, governing principles, functions and activities of the organization
- Regularly monitor the activities of the organization including committee work, proposals and organization operation
- Annually evaluate the president
- Participate in recruitment and development of the Board, advisory and other committee members
- Approve and monitor the agency finances
- Provide guidance in program planning, monitoring and evaluation

**Expectations:**

- Regularly attend and actively participate in Board meetings and committee/workgroup activities
- Support the organization through personal financial contributions and solicitations
- Regularly participate and attend the organization's major events
- Participate in board education and leadership development activities to be more prepared to exercise effective governance
- Act as a good will ambassador for the organization and promote its mission and work in the community; locally, regionally and nationally

**Qualifications:**

- A demonstrated interest in the organizations goals and objectives
- Specific experience, interest and/or knowledge in at least one area of Board operation: administration, finance, personnel, program development, evaluation, public relations or communication
- Willingness to attend all Board meetings, serve on committees/work groups and participate in coalition activities as appropriate