



## Board Member Job Description

Function: To guarantee Alternatives to Violence's ability to serve its clients by: establishing direction, ensuring adequate resources and providing oversight.

### RESPONSIBILITIES:

- Remain informed of Alternatives to Violence's mission, programs and external factors that may affect the organization.
- Assess Alternatives to Violence's direction annually in a strategic planning process that evaluates the organization's purpose, mission, programs and overall effectiveness.
- Assist in the selection and support of the Executive Director.
- Serve as an ambassador of Alternatives to Violence to the public and act as a spokesperson.
- Ensure that Alternatives to Violence adequately handles all liability and financial risks.
- Monitor the financial health of Alternatives to Violence, including level of reserves and the availability of cash to guarantee ongoing operations.
- Make sure that all aspects of Alternatives to Violence operate within the full extent of the law.
- Oversee Alternatives to Violence's annual budgeting process, year-end audited financial statements and monthly expenditures.
- Periodically review Alternatives to Violence's operating policies and procedures to ensure management is following board policies.
- Participate actively in board meetings, fundraising strategies and committees.