

Board, Board Chair and Executive Director Job Descriptions

Responsibilities of Governing Board:

It is the board's responsibility to develop and provide written governing policies for the governance of Access Tucson, the goals of Access Tucson, and the board/executive director relationship - AND - it is the board's responsibility to provide the linkage with the full community that Access Tucson serves.

Board Job Description:

1. The board annually reviews mission and policies.
2. When the board speaks, it speaks as a whole. While it is recognized that all board members may not agree with all board decisions, all board members are expected to support and uphold the board's decisions.
3. The board as a whole directs the executive director who is responsible for all other staff. Staff members answer only to the executive director, not individual board members, and the executive director is directed by the full board, not individual board members.
4. Board sets strategic long term goals for Access Tucson.
5. The board evaluates the executive director's performance annually, based on accomplishment of measurable objectives set by the board.
6. All board meetings will conform with the Arizona open meeting law and Robert's Rules of Order.
7. The board reviews and approves the annual budget developed by the executive director.
8. The board reviews and approves long range financial goals annually.

9. Board standing and/or ad hoc committees are policy committees, researching alternatives and/or implications of policy decisions for the full board to consider and decide.
10. The board is responsible for identifying future nominees for board seats who will provide organizational leadership.
11. Board members are responsible for the financial health of Access Tucson, including review of the annual audit.
12. The board is responsible for an accurate record of the board's meetings and decisions.
13. The Board annually reviews and evaluates its own performance and identifies necessary board development areas.
14. Board members must declare a conflict of interest and refrain from voting on decisions that will be a conflict of interest.
15. It is recommended that each Board member serve on a committee.
16. The expectation is that a Board member will have an active email account.
17. Each Board member is required to make an annual financial contribution to Access Tucson.

Board Chairperson Job Description:

1. Serves as the chief volunteer officer of Access Tucson.
2. Is a leadership teammate with the executive director in achieving Access Tucson's mission.
3. Provides leadership to the board, which sets policy and to whom the executive director is accountable.
4. Chairs meetings of the board.
5. Collects items for and develops a proposed board meeting agenda with the executive director for submission to the executive committee.
6. Encourages the board's role in strategic planning.

7. In consultation with the executive director, appoints chairpersons of board committees.
8. Serves ex officio as member of board committees and attends their meetings when possible.
9. Discusses issues confronting Access Tucson with the executive director.
10. Helps guide and mediate board actions with respect to Access Tucson priorities and governance concerns.
11. Reviews with the executive director any issues of concern to the board.
12. With the treasurer monitors financial planning and financial reports.
13. Plays a leading role in fund raising activities.
14. Performs other responsibilities as assigned by the board.

Executive Director Job Description:

1. Executive Director will formulate and provide leadership in the achievement of the organization's philosophy, mission, and strategy, and to its annual objectives and goals.
2. Executive Director shall perform all contractual obligations within the restrictions set by federal, state and local laws.
3. Executive Director will be responsible for the organization's consistent achievement of its mission and financial objectives.
4. Executive director is responsible for the day-to-day management and operations of Access Tucson.
5. Executive director is responsible for the hiring and supervision of all staff and assures that there is an effective management team in place.
6. Executive director is responsible for how policies are implemented.

7. Executive director is responsible for how long term organizational goals are achieved.
8. Executive director develops an annual budget for board consideration and adoption.
9. Executive director develops long range financial planning for board consideration.
10. Executive director will submit timely, accurate and understandable data relative to board adopted policy objectives.
11. Committees involving procedure (how policies are implemented) are established by Executive director/staff as needed and are not standing board committees. Board members participating on these committees participate as volunteers, not as board members, and at the invitation of the Executive director.
12. Executive director will serve as chief spokesperson for Access Tucson.

Executive Director Limitations set by Board:

1. Will not allow liability insurance for Access Tucson or board to expire or fall below mandated limits.
2. Will not allow bookkeeping that results in overdrafts; local, state or federal fines; that reports other than accurately and timely accounting of financial status of Access Tucson.
3. Will inventory property annually and provide safeguards to limit loss, damage or theft of property.
4. May not incur indebtedness to Access Tucson other than trade payables incurred in the ordinary course of doing business.
5. Shall see that a timely outside audit is performed and reported to the board.