



Board Member Job Description

As the highest leadership body of The Mother Ship, Inc., the board is responsible for satisfying all of the organization's fiduciary duties. Board members must operate under all regulations and limitations of the 501(c)3 section of the Internal Revenue Code and ensure The Mother Ship's programs are continually operated exclusively for tax-exempt purposes only.

Duties of the governing body include:

- determining the mission and purposes of the organization
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring The Mother Ship's programs and services
- overseeing the Parent Advisory Committee
- enhancing The Mother Ship's public image
- assessing its own performance as the governing body of The Mother Ship

Each individual member of the board is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for The Mother Ship to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the mission
- give in accordance with the Board Members Financial Contributions Policy
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings; a minimum of four meetings will be held each year. Board members are expected to participate in 75% of meetings.

All board members are also expected to:

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary.
- maintain confidentiality about all internal matters of The Mother Ship, Inc.
- Renewable 2-year terms