

Vascular Disease Foundation Board of Director Responsibilities

VDF Board member key responsibilities

Board members are responsible for determining VDF policy in human resources, strategic planning, fund raising, finance, community relations, and organizational operations.

Human Resources - Board members have **three key responsibilities** in this area:

- Board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
- CEO oversight, which includes hiring, termination, disciplining and ongoing evaluation of the CEO; recognize that the CEO has the final authority over all other staff.
- Personnel policies, which includes policies relating to the executive director's employment, and ensuring that the executive director has complete and up-to-date policies in place for management of staff.

Planning - Board members have **three key responsibilities** in this area:

- Establishing and reviewing VDF's mission/philosophy/goals;
- Strategic planning to determine which services/programs VDF provides; and
- Evaluating VDF services/programs and operations on a regular basis.

Fund Raising – Board members have **three key responsibilities** in this area:

- Contribute generously to the Foundation for the annual fund, for special campaigns, and fundraising events.
- Assist personally in soliciting gifts and grants from individuals, foundations, corporations and other sources.
- Serve as an ambassador for the Vascular Disease Foundation.

Finance - Board members have **three key responsibilities** in this area:

- Ensuring financial accountability of VDF;
- Overseeing an ongoing process of budget development, approval and review;
- Overseeing properties or investments of VDF.

Community Relations - Board members have **three key responsibilities** in this area:

- Ensuring that VDF's programs and services appropriately address the needs of those we serve;
- Advocating for VDF's services/programs, which includes an awareness that board members are always emissaries of VDF in the community; and
- Cooperative action, which includes determining occasions when VDF could/should take part in coalitions, joint operations, etc.

Organizational Operations - Board members **have four key responsibilities** in this area:

- Ensuring that VDF's management systems are adequate and appropriate;
- Ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
- Ensuring that organizational and legal structure are adequate and appropriate;
- Ensuring that VDF and its board members meet all applicable legal requirements.

Performance expectations for board members

In performing duties as a member of the VDF board, every board member is expected to:

- Demonstrate a strong belief and commitment to VDF's mission.
- Support the strategic direction of the VDF and stay focused on the plan (rather than adding on pet projects).
- Devote the necessary time to prepare for and participate in board and committee meetings.
- Exhibit high ethical standards and integrity in all board actions.
- Be an enthusiastic advocate for VDF.
- Support all board decisions, even if you voted against a motion that subsequently passes.
- Take responsibility and accountability for VDF and all decisions made by the board.
- Spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better.
- Demonstrate willingness to work as a team member with other board members and the CEO.
- Attend all board meetings and key VDF events