



ON THE "BOARD" WALK

Making the Right Decisions

**What is the importance of being a Board Member?
At what capacity do I want to serve? How do I make that decision?**



What is a Board of Directors?

A Board of Directors is a group of people who make decisions about what an organization does and how it is managed. Board members are responsible for writing policies, approving an annual budget and what the organization does for the community.

Members are selected to represent different groups from the community.

A Board is Lead by Officers Including:

President/or Chairperson –The President leads the meetings and chairs the Board’s Executive Committee and its activities.

Vice President is the backup for the Board President. He/she will chair the meeting when the president is not there. He/she may also chair special committees.

Secretary – ensures records of the Board are up to date. He/she documents the minutes of meetings and all important decisions.

Treasurer – makes sure all financial records are complete. He/she informs Board if sufficient funds are available to meet their objectives and ensures an annual audit (official review) of the organization’s finances.

Board Member – Members are responsible for making sure the organization follows the-law and its budget.

Serving on a Committee

A Committee – a group directed by the Board to carry out work on projects and report back to the Board. The committee will determine a work plan with a time table to accomplish these projects.



AT WHAT CAPACITY DO I WANT TO SERVE?

You need to ask yourself what is important to you. What is your mission? Check off below the statement or phrase that best suites you.

- Share your ideas, thoughts and feelings
- Be a decision maker (advocate for change)
- Help build or improve the organization
- Teach other self-advocates about leadership
- Make a difference

Now you can write what you want to accomplish. This is known as a Mission Statement.

My mission statement for volunteering as a Board or Committee member is:

Example: "I want to make a difference by sharing my ideas and feelings about improving the organization."

WHAT ORGANIZATION IS BEST FOR ME?

(Things I am really good at and like to do)

I am good at:

I like to:

