



## BOARD MEMBER JOB DESCRIPTION

### Three Legal Duties\*

- Duty of Care:** Directors and officers must perform their responsibilities in good faith and with the same care an ordinary person would use in managing his/her own affairs.
- Duty of Loyalty:** Directors and officers must act in good faith and in a manner which does not harm the organization to the benefit of the director or officer. Avoid any conflicts of interest or appearances of impropriety.
- Duty of Obedience:** Directors and officers must comply with the provisions of the articles of incorporation, bylaws, and state laws, and should safeguard Habitat's mission and Christian witness.

\*HFH- International

<i>Expectations of the Board as a Whole</i>	<i>Expectations of Individual Board Members</i>
<p>As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:</p> <ul style="list-style-type: none"> <li>• A demonstrated interest in the affiliate’s mission and goals;</li> <li>• Specific experience and/or knowledge in at least one area: human resources, planning, fund raising, building, finance, community relations, or organizational operation;</li> <li>• Strategic and organizational planning;</li> <li>• Ensuring strong fiduciary oversight and financial management;</li> <li>• Fundraising and resource development;</li> <li>• Enhancing the organization’s public image and a willingness to represent Habitat to the community</li> <li>• Follow Habitat’s bylaws, policies, and board resolutions;</li> <li>• Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings;</li> <li>• Maintain confidentiality about all internal matters of the organization.</li> </ul>	<p>Each individual board member is expected to:</p> <ul style="list-style-type: none"> <li>• Know the organization’s mission, policies, programs and needs.</li> <li>• Faithfully read and understand the organization’s financial statements.</li> <li>• Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.</li> <li>• Leverage connections, networks, and resources to develop collective action to fully achieve Habitat’s mission.</li> <li>• Give a meaningful personal financial donation.</li> <li>• Help identify personal connections that can benefit Habitat’s fundraising and reputational standing.</li> <li>• Prepare for, attend, and conscientiously participate in board meetings.</li> <li>• Participate fully in one or more committees.</li> <li>• Commit five to ten hours per month distributed among Committee meetings - preparation and attendance, Board Meetings-preparation and attendance, special requests.</li> </ul>

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