

CREATE Board of Directors Roles & Responsibilities

The Board supports the work of CREATE and provides mission-based leadership and strategic governance. While day-to-day operations are led by CREATE's Director, the Board - Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

General Duties for Board Members:

To act as a voting member of the board with authority and responsibility to develop policies, procedures and regulations for the operation of CREATE; to monitor the organization's financial health, programs and overall performance; and to provide the director with the resources to achieve the organization's mission and strategic goals.

The Full Board's Responsibilities:

- Create and update a long-range plan for the organization
- Establish board committees to support the strategic plan
- Secure adequate funding for the organization
- Monitor finances
- Select and support the organization's officers and periodically review their performance
- Adopt key operating policies and procedures
- Hire and evaluate the director
- Assist the director and board chair in identifying and recruiting other board members

Individual Board Member's Duties:

- Attend all board meetings and activities, including special events and board retreats
- Become knowledgeable about and a cheerleader for CREATE
- Come to board meetings well-prepared and well-informed about issues on the agenda
- Contribute to meetings by expressing your point of view
- Consider other points of view, make constructive suggestions and help the board make decisions that benefit those the organization serves
- Support the consensus decision of the Board on an issue, even if that decision is different than the one you would make
- When appropriate, represent CREATE to stakeholders and the public
- Assume board leadership roles when asked
- Keep the director informed about any concern the members or community have

Fundraising:

CREATE Board Members will consider CREATE a philanthropic priority and make annual gifts that reflect that priority. So that CREATE can credibly solicit contributions from other foundations, organizations, and individuals, CREATE expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity, and work to secure support from other industry leaders – both corporate and individual.