



BOARD OF DIRECTORS JOB DESCRIPTION

Laurel Hill Center is a 501(c)3 non-profit corporation committed to helping people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community.

BOARD FUNCTION

The Laurel Hill Center Board of Directors is the highest leadership body of the organization. It is responsible for determining the mission and purposes of the organization; strategic and organizational planning; providing strong fiduciary oversight and financial management; and enhancing the public image of Laurel Hill Center.

ROLES AND RESPONSIBILITIES

- Attend all scheduled and special meetings of the Board of Directors
- Review and approve organizational and personnel policies
- Approve and monitor the organization's programs and services
- Review and approve financial statements, budgets, investments, and annual financial audit in order to support organization's goals and fund its plans
- Serve on committees and/or contribute on special projects

ORGANIZATION

- Select and evaluate the performance of the Executive Director and establish compensation
- Propose a slate of board officers to Laurel Hill Center staff at the Annual Meeting for consideration and vote
- Assist with Board recruitment to fill vacancies
- Ensure Board officer roles are filled
- Assessing the Board's own performance as the governing body of Laurel Hill Center

OPERATIONS

- Ensure compliance with applicable laws impacting the organization
- Approve significant actions of the organization, including capital expenditures and changes to programs and services
- Offer honest and productive evaluation, guidance, and feedback



TIME COMMITMENT

- Term of Office: 3 years
- Hours
 - Onboarding: 5+ hours (includes main campus tour and reading board handbook)
 - Full Board Meetings: 1-2 hours, bi-monthly (six full meetings per year)
 - Attending Annual May Meeting: ~ 3 hours
 - Committees or special projects: Flexible and as assigned by Board

BOARD SUPPORT

It is recognized that Board members give freely of their time, experience and resources. The staff of Laurel Hill Center values and appreciates their service. Supports offered to Board members:

- Reasonable time commitments
- Liability protection through Directors & Officers Insurance
- Board member and officer training as requested
- Meeting minutes prepared by staff
- Timely dissemination of agendas and materials prior to next Board meeting

ADDITIONAL REQUIREMENTS

- Background Check
- Completed Conflict of Interest Form (annually)
- Volunteer Orientation