# **ARE YOU INTERESTED IN BECOMING A BOARD MEMBER?**

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The PsychoSocial Rehabilitation Association of New Mexico (PSRANM) mission statement:

…..dedicated to promoting, supporting and strengthening community-based rehabilitation services and community-orientated rehabilitation services and resources for persons with psychiatric disabilities.

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**Name:**

**Mailing Address:**

**Phone:** **E-mail:**

**What interests you in our organization?**

**Experience and/or Employment**

**Area(s) of expertise/Contribution you feel you can make**

**Board Member Roles and Responsibilites:**

**Includes attending Monthly Zoom meetings 1-2 times per month**

**PSRANM is a Working board requiring work throughout the month. Estimated 4-8 hours a month.**

**Attendance and participation during the week of the Conference.**

**Attendance and participation at a 1 day Board retreat during the summer.**

**Please return forms to:** [elise@rebelleadershipgroup.com](mailto:elise@rebelleadershipgroup.com)

**BOARD MEMBER ROLE #1: President**

To function effectively, every group needs a passionate leader. President serves as your chief elected officer. As the leader of your board, there are many responsibilities that this individual takes on.

Here are a few duties that are commonly assigned to the chairperson:

* Presides at board meetings
* Creates [a purposeful agenda](https://boardable.com/blog/board-meeting-agendas/) in collaboration with the executive director
* Appoints people to committees and assigns committee chairs
* Serves as the contact for board issues
* Sets goals and objectives with the board and ensures they are met
* Holds members accountable for attending meetings
* May take on some executive director responsibilities if the nonprofit is an all-volunteer organization

**BOARD MEMBER ROLE #2: VICE-President**

The vice-President—generally offers support for the board chair and other leadership when needed.

The vice-chair tackles the following duties:

* Prepares to assume the office of the President
* Fulfills the board president duties when the presiding officer is absent or if that office becomes vacant
* Assists the board president in the execution of his or her duties
* Serves on committees as requested to learn the operations of the board
* Works closely with the board chair to transfer knowledge and history to prepare for leadership

Ideally, this board member role will be filled by someone who possesses similar qualifications as the current presiding officer. They’ll be able to step up whenever need-be.

**BOARD MEMBER ROLE #3: BOARD SECRETARY**

The role of a nonprofit board secretary is critical for the smooth operations of the board. Most commonly, this individual ensures that board members are given appropriate notice of meetings and proactively records these meetings. However, their duties extend beyond this and vary from organization to organization.

Some of the day-to-day responsibilities of board secretaries are as follows:

* Assures that an agenda has been prepared by the board president and/or ED and that the agenda is distributed in advance of the meeting
* Oversees the distribution of background information for agenda items to be discussed
* Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
* Prepares and provides the previous meeting’s [written minutes](https://boardable.com/blog/board-meeting-minutes/) to board members before the next meeting and records any changes or corrections
* Assures that documents (bylaws, Form-990, roster of board members) are accessible to members
* Schedules and notifies board members of upcoming meetings
* Holds members accountable for their tasks

A board secretary has to be on top of every task, which also means that this individual needs a fluid set of skills. Some desirable qualities for this position include strong communication skills and the ability to organize and prioritize tasks. This extremely driven and detail-oriented individual should also be well-versed in administrative work.

For a smaller nonprofit organization, a secretary could be just about anyone who is able to learn quickly and juggle many things.

**BOARD MEMBER ROLE #4: Board TREASURER**

The nonprofit board treasurer deals with the organization’s finances and makes important decisions regarding spending and investing. This role is a demanding and engaging one, with a lot of responsibility and opportunity to initiate change.

A nonprofit treasurer typically takes on the following responsibilities:

* Reconciles bank accounts and produces financial statements, which they present at board meetings
* Ensures tax-related documents and legal forms are filed on time, such as the documents required to maintain the organization’s tax-exempt status
* Serves as chair of the finance committee and financial officer of the organization
* Manages, with the finance committee, the board’s review of and action on its financial responsibilities
* P[reparing the annual budget](https://www.jitasagroup.com/jitasa_nonprofit_blog/nonprofit-budgeting-understand-the-basics/) and presenting it to the board for approval

**The Basic Board Member Duties**

No matter what your mission is or what expertise your members bring, any nonprofit board member must fulfill three specific [core legal responsibilities](https://www.councilofnonprofits.org/tools-resources/board-roles-and-responsibilities). For any organization, the following duties are adopted across many organizations and should be expected of your board members.

**1) DUTY OF CARE**

Being a board member is more than a résumé builder. Members should be committed to following through on promises and assisting the organization to the best of their abilities. This means:

* Attending meetings and actively participating in committees
* Communicating with the executive director and other board members
* Following through on assignments
* Supporting program initiatives

Board members who neglect this prime duty are simply taking up space in the boardroom. Ideally, your entire board is motivated and truly passionate about your mission. As a result, fulfilling the duty of care is easy.

**2) DUTY OF LOYALTY**

Board members should do more than show up. They should fully support and embody your organization’s mission and be loyal ambassadors for your cause. When acting on behalf of the organization, each board member must put aside their personal and professional interests.

**All activities and decisions should be in the best interest of the organization, not in the best interest of the individual board member.**

Those who successfully fulfill this duty are those who proactively mingle with volunteers, visit your nonprofit’s facilities, and participate in community initiatives. These individuals fully embrace your mission, not just board service.

**3) DUTY OF OBEDIENCE**

One of the more subtle duties of a nonprofit board member is obedience. The board should do everything in its power to reach organizational goals, but members still have an obligation to follow your organization’s guidelines. These are found in your governance documents, and every board member has a legal responsibility to understand them.

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