

BOARD COMMISSIONER JOB DESCRIPTION

Job Title:	Board Commissioner
Responsible To:	Board Chair
Compensation:	Volunteer Service
Staff Responsible:	Chief Executive Officer
Length of Service:	Two Year Term
Time Involvement:	35 to 60 hours per year including servicing on committees, task force and working groups

Revised: January 2017

Commissioners represent one of three categories: Public Sector, Target Area and Community Sector. Commissioners from each category are selected based on Article V of Fresno EOC's bylaws.

The Board will support the work of Fresno Economic Opportunities Commission and provide mission-based leadership and strategic governance. While day-to-day operations are led by the chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

The responsibilities and qualifications listed below is representative of the responsibilities the Board will fulfill. This is not intended to be an exhaustive list.

RESPONSIBILITIES OF THE BOARD

- A. **Leadership.** It is the board's responsibility to create a vision, and to review it periodically for relevance and validity. Each board member should fully understand and support it.
- B. **CEO Selection.** Hire the organization's Chief Executive Officer, then appoint, review, and (if necessary) dismiss that individual. The board must also ensure that the Chief Executive Officer, who has responsibility for the administration of the organization, receives the moral and professional support he or she needs to further the organization's goals.
- C. **Organization planning.** As steward of the agency, the board must actively participate with the staff in an overall planning process, and oversee implementing the plan's goals.
- D. **Financial oversight.** The board, in order to remain accountable to its funders and the public, and to safeguard its tax-exempt status, must review and approve financial policies and procedures, ensuring that proper financial controls are in place.
- E. **Programs and services.** The board's role in this area is to determine which programs are consistent with the agency's vision, and to monitor and strengthen their effectiveness. By constantly reviewing the organization's work, the board ensures the organization's capacity to carry out its programs.
- F. **Public trust.** The board is an integral link to the community. The board is responsible for ensuring the organization maintains the public's trust by clearly articulating the organization's vision, accomplishments, goals and financial integrity to the public, as well as garnering support from members of the community.



- G. **New Commissioners and board performance.** The board must ensure compliance with the tripartite board requirements and orient new commissioners to their responsibilities, and the organization's history, needs, and challenges. By evaluating its performance, the board can recognize its achievements and determine which areas need to be improved. As the organization grows and improves, the governing board must also evolve to meet changing needs and circumstances.
- H. **Long-term sustainability of the organization.** Ensure that actions taken by the board further the vision and mission of the organization while maintaining the strength of the organization in the long term.

QUALIFICATIONS OF COMMISSIONERS

- A. A resident of Fresno County.
- B. Brings a variety of skills, experience, and diversity to the organization.
- C. Have backgrounds and contacts that differ from—but complement—those of the other directors. This diversity is vital to maintaining a “balanced” board composition.
- D. Have concern for the organization’s development, and are willing to learn about the substantive program area of the organization.
- E. Are prepared to set aside any potential conflict between their personal or individual business interests or loyalties to support the well-being of the organization.
- F. Have a developed sense of values and personal integrity.
- G. Are sensitive to and tolerant of views and opinions different from their own.
- H. Work well with individuals and groups.
- I. Can listen, analyze, and think clearly and creatively.
- J. Are not hesitant to ask questions.
- K. Are willing to prepare for and attend board and committee meetings.
- L. Will take responsibility and follow through on assignments.
- M. Can open doors in the community.
- N. Can recruit board members and other volunteers.
- O. Are willing to develop skills they need in order to be effective board members (e.g., the ability to read and understand financial statements).

RESPONSIBILITIES OF INDIVIDUAL COMMISSIONERS

- A. Commissioners have no individual authority separate of the board.
- B. Commissioners are expected to support decisions of the board, regardless of personal desires and/or opinions.



- C. Attend all board and committee meetings and functions, adhering to the board attendance policies, and be prepared to participate.
- D. Stay informed about board and committee matters; review and comment on board and committee packets, minutes and reports.
- E. Stay informed about the organization's mission, services, policies, and programs.
- F. Keep up-to-date on developments in the organization's field.
- G. Follow developments in the community, economy, government, etc. that may affect the organization.
- H. Serve on committees and offer to take on special assignments.
- I. Inform others about the organization.
- J. Get to know other members; build working relationships that contribute to consensus.
- K. Follow conflict of interest and confidentiality policies.
- L. Participate actively in the board's annual evaluation and planning efforts.
- M. Attend organizational events
- N. Address concerns and questions to the Board Chair and CEO, respecting the protocol of the organization.
- O. Follow organization policy by referring staff to appropriate management and internal protocols when/if contacted.