

**Boys and Girls Club of Utah County**  
*“The Positive Place for Kids”*

**Board Member Job Description**

**Title:** Board Member

**Job Summary:** Assists officers in overseeing the health and direction of the organization.

**Primary Responsibilities:**

1. Be responsible for raising needed financial resources, provide fiscal oversight and accountability, and personally contribute to the Club’s Annual Campaign.
2. Attend monthly board of directors meetings, and annual Board Retreat.
3. Participate actively on a Club committee.
4. Participate actively in organizational strategic planning.
5. Vote on organizational policy and program issues.
6. Serve as a resource of knowledge and counsel to the executive office, committees, and other directors.
7. Review and respond to all action and information requests from the executive office.
8. Serve as a liaison between the board of directors and the community.
9. Represent the organization at the request of the president.
10. Gain public support for the organization (publicity, access, financial, and board development).

<p><b>Meeting attendance:</b> Attend monthly Board Meetings Attend (as necessary ) special events and fundraising projects Attend annual Board Retreat Attend Committee Meetings</p> <p><b>Advocacy:</b> Talking about the Boys &amp; Girls Clubs with: family, friends, associates, business vendors, religious groups, and civic organizations.</p> <p><b>Influencing:</b> Convincing foundation trustees, local government officials, state legislators, and business and community leaders that the Boys &amp; Girls Club of Utah County is a sound fiscal investment.</p>	<p><b>Reading and Responding:</b> Material is passed on through mail and electronically through the web. Reading, reviewing, and responding to these pieces of information are an invaluable service.</p> <p><b>Guiding and Planning:</b> Attending and participating at the board retreat and implementing strategic planning.</p> <p><b>Fund Raising:</b> Constant encouragement of community members to donate to support the youth of Utah County through letters, face to face communications, and phone calls. This should be done through the Annual campaign, special events, speaking opportunities, meetings, and other engagements.</p>
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## **Board Policy Statement on Board Authority and Responsibility**

“The board is a policy-making body as distinguished from the responsibility for administration of the organization. The executive director and staff are charged with implementing and executing board policy. The board observes questions and evaluates the operational functions of the organization, but refrains from direct participation in those functions.

“The authority of the board results from its group actions. No individual board member or board officer has any authority over the organization. The individual board member has no authority to issue instructions directly to staff. Such action can only be taken by the full board acting in its official capacity.”

## CONFLICT OF INTEREST POLICY

### *Boys & Girls Club of Utah County*

Members of the Board of Directors of the *Boys & Girls Club of Utah County* are committed to the following policy regarding ethic and conflicts of interest:

1. Board Members and other employees of the organization should avoid any situation which does or may involve a conflict between their personal or business interests and the interests of the ***Boys & Girls Club of Utah County***. Board members should not profit in any way in their outside employment or business interests from their service on this organization's Board of Directors.
2. Board members will not accept gifts, gratuities, trips, personal property or other items of value from an individual or organization as an inducement to provide access to the *Boys & Girls Club of Utah County* with the intent that they may do business with, or provide services to, the organization.
3. Board members should act without bias and should not use their beliefs, values or commitments to prevent other board members from acting for the benefit of the full organization, or from carrying out their responsibilities as board members.
4. Board members and other employees of the organization should not abuse their office by using the organization's staff, services, equipment or property for personal or financial gain (including the use of their position on the Board of Directors to obtain employment at the organizations for themselves, their family members or friends).
5. Board members should engage in continuing efforts to determine whether any such conflicts exist and, if so, to see that conflicts are eliminated and/or that the interests of the ***Boys & Girls Club of Utah County*** are protected. In addition, board members should be alert and diligent to avoid situations or transactions involving conflicts of interest; and where such conflicts of interest do exist, should immediately report them to the *Boys & Girls Club of Utah County* so that the interests of the organization may be properly protected. Board members who have a conflict of interest involving any issue before the board may participate in discussion of the issue but shall not vote in regards to the issue.

## **Board Recruitment Policy and Procedures**

*The following guidelines should be modified as necessary to conform to the particular culture and purpose of the organization.*

Our process in selecting board members is a planned effort. There are specific steps in the process to insure that the agency attracts and maintains high level volunteer leadership.

Selection process for Board membership:

1. All nominations are presented to the Board Development (nominating) Committee for review and evaluation. These nominations are prioritized for final selection, upon initial Board approval. *Nominees are required to complete the Boys & Girls Club of Utah County PROSPECTIVE BOARD MEMBER REFERRAL FORM, VOLUNTEER APPLICATION, and receive a cleared CRIMINAL BACKGROUND CHECK*
2. The Board Development Committee presents the nominations to the Board of Directors for its initial review, consideration, and nomination as a Board Member pending the nominees' acceptance. *Members of the Board will notify the President of the Board, Executive Director or Chairman of the Board Development Committee with any recommendations concerning the proposed nominees within one week following the Board Meeting.*
3. The Executive Director or Board Development Chair shall schedule a meeting with each nominee to review the Board job description, responsibilities and expectations of Board members for the review and acceptance by the nominee. The meeting shall also include at least one of the following Board members: President of the Board, First Vice-President or Chairman of the Board Development Committee.
4. The Board Development Chairman shall announce at the earliest official Board meeting those nominees who have accepted membership.

Boys & Girls Clubs of Utah County  
Board Development Committee  
(December 2005)