

## **RIPEA Board of Directors: Roles & Responsibilities**

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### Introduction

The board will advise and support RIPEA to ensure that policies and practices are aligned with and adhere to the Organization's overall mission, vision, and strategic direction. The board is responsible for approving any changes to the overall mission and for fiduciary and legal governance and hiring and evaluating the executive director.

The board will consist of members with a variety of skill sets, diversity of background and life experiences, and a commitment to the Organization's mission.

### Board Responsibilities

The Board will:

1. Meet as often as needed to effectively discharge its responsibilities and achieve quorum at every meeting. The minimum number of meetings over one year will be four.
2. Record minutes of all meetings by the full governing body and its committees and related boards.
3. Provide proper financial oversight, ensure that adequate financial controls are in place, review and formally adopt an annual budget for the agency.
4. Ensure adequate resources to allow the agency to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability, including the organization's compliance with all applicable local, state and federal laws.
6. Ensure effective organizational planning.
7. Be responsible for the hiring, supervision and annual evaluation of the Executive Director/CEO.

### Board Member Responsibilities

Each Board member will:

1. Review and become familiar with RIPEA's mission, Articles, Bylaws, Policies and Board Manual.
2. Understand and promote the mission, services, policies, and programs of the organization.

3. Be prepared for and attend Board meetings (quarterly) and Board retreats and serve on Board committees or RIPEA-affiliated Boards, including the Insurance Trust or Foundation.
4. Make every effort to attend the organization's events, including Chapter meetings and the annual convention.
5. Contribute professional and personal skills and make a significant contribution of time and effort in furtherance of the organization's goals, including fund development, membership growth and engagement, and advocacy. (Examples may include accounting, legal, human resource, business development and legislative expertise.)
6. Serve as an advocate for the organization, including always speaking with pride and knowledge about RIPEA's accomplishments and opportunities. Highlight the organization in any annual giving efforts.
7. Ensure board leadership positions are filled and work to increase diversity of Board membership by helping to recruit new Board members with a variety of skill sets and diversity of background and life experiences.
8. Initiate periodic communication with the Executive Director and respond to calls from the Executive Director and other team members for periodic specific needs.
9. Make a personally significant contribution to the RIPEA/Murphy Foundation.
10. Build collegial relationships and consensus with board and committee members.
11. Participate actively in the board and committee annual evaluation and planning efforts.
12. Adhere to the organization's conflict of interest and confidentiality policies.
13. Refrain from making special requests of the staff.
14. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

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I, \_\_\_\_\_, have read and understand the above terms of participation as a member of the RIPEA Board of Directors and sign below as a condition of joining the board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date