

Board Member

John Milton Manor Corporation

Job Description

Mission Statement:

John Milton Manor Corporation's Non Profit mission is to promote the general welfare of blind or visually impaired individuals and families by providing housing assistance which enables them to live independently.

For more information, please visit our website at www.jmmcforthblind.org.

The Board will support the work of John Milton Manor Corporation and provide mission-based leadership and governance. While the day-to-day operations are led by John Milton Manor Corporation's Executive Director, the Board-Executive Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Attend all Board and committee meetings and be prepared to participate.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to Board and committee meetings and be prepared to comment as appropriate.
- Serve on committees or task forces and offer to take on special assignments.
- Serve as a trusted advisor to the EXECUTIVE DIRECTOR as he/she develop and manage the programs of John Milton Manor Corporation.
- Inform others about the organization.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the volunteers or staff.
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Participate actively in the Board's annual evaluation and planning efforts.

Keep in mind that

- Board members have no individual authority separate of the Board.
- Board members are expected to support decisions of the Board, regardless of personal desires and/or opinions.
- This is a volunteer position, NOT a paid position.

Fundraising

John Milton Manor Corporation Board Members will consider our Mission to be a philanthropic priority and make annual gifts that reflect that priority. So that John Milton Manor Corporation can credibly solicit contributions from foundations, organizations and individuals, John Milton Manor Corporation needs 100 percent of Board Members to make an annual contribution that is commensurate with their capacity. In addition, all Board Members are expected to participate in organizational fundraising.

Board Terms/Participation

John Milton Manor Corporation's Board Members will serve a three (3) year term to be eligible for re-appointment for one additional term. Election to an Officer position for a two (2) year term will suspend the term as a Director during that 2 year officer term.

Board and Committee Meetings

The full Board will plan to meet quarterly, days of the week and time will be determined by the executive Board.

Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for committees to do their work.