

Responsibilities of the Board of Directors

John Milton Manor Corporation

The original charter of the organization established as a social club was to be organized and managed primarily by blind or visually impaired individuals in order to provide service to the blind or visually impaired. Although having a visual impairment is no longer a requirement to be on this Board of Directors, every Board Member, if not personally visually impaired, must possess a clear understanding of the needs of the blind or visually impaired.

The following are the **primary responsibilities** of the Board of Directors of John Milton Manor Corporation:

- Determine mission and purpose. It is the Board's responsibility to create, review and support a statement of mission and purpose that articulates the organizations' goals, means, and primary constituents served.
- Ensure effective planning. The Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Monitor and strengthen programs and services. The Board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- Ensure adequate financial resources. One of the Board's foremost responsibilities is to secure adequate resources through fundraising, grants and donations for the organization to fulfill its mission.
- Protect the assets and provide proper financial oversight of the organization. The Board must assist in developing the annual budget and ensure that proper financial controls are in place.

- Build a competent Board. This Board has a responsibility to articulate prerequisites for candidates, orient new Board members, and periodically and comprehensively evaluate its own performance.
- Enhance the organization's public standing. The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Ensure legal and ethical integrity. The Board is ultimately responsible for adherence to legal standards and ethical norms. The IRS standing as a 501 (c) (3) Public Charity requires total compliance with all laws and regulations.
- At such time when the Board deems it appropriate, the Board is responsible for the selection of a Executive Director separate from the President of the Board. The Board must reach consensus on the Executive Director's responsibilities and undertake a careful search to find the most qualified individual for the position.
- Support and evaluate the Executive Director. The Board should ensure that the Executive Director has the moral and professional support he or she needs to further the goals of the John Milton Manor Corporation.