

SSP Board Member Responsibilities

General Expectations:

1. Know Sierra Service Project's mission, purpose, goals, policies, programs, services, strengths and needs. Be prepared to enthusiastically share the SSP "elevator speech".
2. Give generously of your personal energy, time and gifts toward SSP. Be willing to serve in leadership positions and undertake special assignments when asked.
3. Actively participate in the recruitment and nomination of new board members.
4. Seek ways to improve the honesty, integrity and openness of communication necessary to improve the work of SSP. Bring a sense of humor and collaboration to the work of the SSP Board of Directors.
5. Be on the lookout for new ways for SSP to engage in cooperative ministries with churches, youth culture, Native American affairs, and service organizations in your geographical area.
6. When hearing complaints or feedback from participants and supporters, avoid prejudiced judgment. Listen carefully and assure individuals that the information will be passed along to the Executive Director. Direct all complaints and feedback to the Executive Director.

Resource Development:

1. Make a personally sacrificial annual gift according to your personal means.
2. Assist the *Resource Development Committee* and/or staff by implementing fundraising strategies through personal influence with others (corporations, foundations, individuals) and participation in fundraising activities.

Fiduciary Responsibility

1. Exercise care and wisdom in the making of all financial decisions.
2. Faithfully read and understand SSP's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Meetings:

1. Make attendance at board meetings a priority and prepare for and participate in all board and committee meetings, and other organizational activities.
2. Ask timely and substantive questions while supporting consensus building in decision making.
3. Maintain confidentiality of the board's executive sessions.

4. Be an active leader in suggesting agenda items as necessary for board and committee meetings to ensure that significant policy related matters are addressed.

Relationship With Staff:

1. Counsel the Executive Director as appropriate.
2. Provide appropriate support to the Executive Director, office staff, and summer staff as they carry out the work of SSP.
3. Avoid asking special favors of the staff without prior consultation with the Executive Director.

Avoiding Conflict of Interest

1. Serve the organization as a whole, rather than local churches or family member's expectations.
2. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board chair in a timely fashion.
3. Maintain independence and objectivity; act or make decisions with a sense of fairness, ethics, personal integrity and faith.
4. Never accept or offer favors or gifts from or to anyone who does business with the organization.
5. Understand that board members will not receive special treatment should they relate to SSP in ways beyond their role on the board (e.g. parents of an SSP participant, pastor of an SSP church, etc.) and never request such special treatment from staff or another board member.