

## **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

The board of directors is the governing body of SCIP

1. Setting the policy for the organization. This is done by:
  - Creating or updating the mission and vision statements.
  - Determining the organization's programs and services.
  - Approving the strategic plan.
2. Monitoring the organization's operations:
  - Hiring and periodically evaluating the organization's Coordinator.
  - Approving the annual budget, annual report, etc.
  - Approving major contracts.
  - Documenting policies and decisions.
  - Preparing for and attending board meetings.
  - Researching and discussing issues before decisions are made.
  - Replacing and orienting board members when a vacancy arises.
  - Troubleshooting as necessary.
3. Serving as a public figure for the organization:
  - Advocating for the organization.
4. Legal obligations
  - Take reasonable care when making decisions for the organization
  - Act in the best interest of the organization
  - Act in accordance with the organization's mission
5. The board of directors should not:
  - Concern itself with the day-to-day management of the organization.
  - Rubber stamp decisions. While the board should take the recommendations of the organization's members into consideration, the board needs to be an independent decision-making body.