



Circlewood Board Roles and Responsibilities Policy Adopted 2/12/18

Role of Board Members

To provide good governance to the vision and operation of Circlewood including, but not limited to, prayer, wise counsel, advocacy, and financial support. [The Board of Directors of Circlewood hereafter will be referred to as The Board or Board members.]

Responsibilities of Board Members to the Mission Include:

1. Committing to the Circlewood mission.
2. Actively serving in all aspects of the Board's work and on at least one designated committee.
3. Attending all or at least 75% of the Board's meetings.
4. Committing to serve a three-year term (unless unexpected circumstances arise).

Additional Areas of Service for Board Members Include:

1. Attending as many Circlewood events as possible during each three-year term,
2. including travel.
3. Contributing each year an amount of money that is significant to you. Circlewood is among your top three charities.
4. Consider providing Circlewood with mailing list contacts, major donor prospects, and church and or foundation contacts.
5. Offering counsel at Board meetings in any personal areas of expertise, i.e. music, legal, accounting, education, business, theology, public relations, pastoral care or social networking, etc.
6. Raising money for Circlewood's financial needs through your personal contacts and/or participation in fund raising activities.
7. Committing each year to participating in the mission in your areas of expertise or experience.

Board Self-Evaluation Process:

Members of the Board will annually review their commitments outlined above for fulfilling their board responsibilities. Once a year, the Board will discuss how the Board as a whole has met these responsibilities and plan how they intend to fulfill them in the year ahead.

Board Officers:

As per the by-laws, the Board will have officers that include the following: Chairperson, Vice Chairperson, Treasurer and Secretary.

Board Committees:

The Board committees will include, but are not limited to: Board Development, External Outreach and Internal Operations committees. Board members should be willing to serve when asked to be officers and/or committee members.

Terms:

Each Board member is elected for a three-year term. Terms are staggered so an equal amount of Board members rotate off each year. A Board member may serve a maximum of two consecutive terms, after which they must rotate off the Board for a year. They can return to the Board if invited and interested. [Underlined portion is not in our current by-laws].

Orientation:

A personal orientation for new Board members will take place as they are elected to the Board and may take place during a scheduled Board meeting and/or via teleconference or videoconference.

Number of Board Members:

The Board shall be not less than five or more than fifteen members.